Reynoldsburg
OHIO · 1839

Bhuwan Pyakurel, President
Julie Towns, Ward 1
Louis Salvati, Ward 2
Teneah Chambers, Ward 3
Erin Hill, Ward 4
Angela Abram, At-Large
Mildred Johnson, At-Large
Stacie A. Baker, At-large

City Council

Council Meeting

7232 East Main Street
Reynoldsburg, OH 43068
www.reynoldsburg.gov

Mollie Prasher, Clerk of Council
614-322-6836

Monday, May 11, 2026 | **6:30 PM** | **Council Chambers**

1. CALL TO ORDER

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL

4. APPROVAL OF AGENDA

5. APPROVAL OF MINUTES

a. Regular Meeting Minutes of April 13, 2026

b. Regular Meeting Minutes from April 27, 2026

6. COMMUNITY COMMENTS

The Community Comments portion of the meeting is an opportunity for citizens to address Council. Citizens may wish to bring matters to the attention of City Council or discuss items on the agenda with the exception of legislation scheduled for a public hearing. Comments related to a public hearing may only be made during the Public Hearing portion of the meeting.

Before addressing City Council, members of the public are asked to complete a speaker's form and give it to the Clerk of Council. The Council President will invite speakers to step to the microphone and give their name and address. All remarks should be addressed to Council as a whole and not exceed three minutes.

7. APPEAL HEARING

a. Appeal Hearing of the Planning & Zoning Board March 5, 2026 Decision for Application #2026-0010 for 6591 East Main Street

8. MOTIONS

a. A Motion to Appoint a Member to the Ward Boundary Commission

9. COMMUNICATIONS

a. April Treasury Board Meeting Minutes

10. REPORTS

a. Development, Parks & Recreation Committee

1. An Ordinance Consenting to the Annexation of Certain Real Property Located on Taylor Road in Etna Township Consisting of 132.6+/- Acres, Owned by Joseph I Bauman, Trustee of Bauman Family Trust, and Declaring an Emergency

2. An Ordinance Authorizing the Mayor to Enter into a Contract Amendment with REP Entertainment II Limited for the Sale of Real Property, and Declaring an Emergency

b. Public Safety, Law & Courts Committee

1. Work Session

   An Ordinance to Establish Section 705 Prohibiting Short-Term Rentals of the Codified Ordinances for the City of Reynoldsburg

2. An Ordinance to Approve Payment of Services Performed to the Auditors Certificate of Availability of Funds, and Declaring an Emergency

3. An Ordinance Appropriating Unencumbered Balances as of December 31, 2025, for Various Police Special Revenue Funds, Provided Revenue Funds Received During 2026 be Accepted, and Declaring an Emergency

4. A Resolution Authorizing the Mayor to Enter into a Contract with Lumen Technologies for Fiber Service for the Reynoldsburg Police Department

c. Public Service & Transportation Committee

1. An Ordinance to Amend Chapter 949.07 Water Meter and Reading Equipment Service Fees of the Codified Ordinances for the City of Reynoldsburg, Ohio

2. An Ordinance to Approve Payment of Services Performed to the Auditor's Certificate of Availability of Funds, and Declaring an Emergency

3. An Ordinance Authorizing the Mayor to Enter into a Contract to Purchase a Chevrolet Equinox EV for the Building Department and Appropriating Funds Therefor

4. An Ordinance Authorizing the Mayor to Enter into a Contract with EMH&T for Engineering Design Services Related to Various Traffic Signal Studies

d. Finance & Administration Committee

1. An Ordinance Appropriating Funds from the Unappropriated General Fund to an Account in the Communications and Community Events Department, and Declaring an Emergency

2. An Ordinance to Amend Chapter 160, Section 160.02 Authorized Positions, Personnel, Classification and Pay Grade and Section 160.03(b) Supervisory Pay Range

3. An Ordinance to Amend Ordinance No. 65-2025 Providing for Adjustments to the Annual Budget for the City of Reynoldsburg, State of Ohio, for the Fiscal Year Ending December 31, 2026, to Add Debt Service Funding, and Declaring an Emergency

4. An Ordinance Adopting the Tax Budget for the City of Reynoldsburg, Ohio for the Fiscal

Year Beginning 2027, and Declaring an Emergency

5. A Resolution Authorizing the Mayor to Enter into a Contract with Creative Financial Staffing for Temporary Accounting Support Services and Waive Competitive Bidding

11. RESOLUTIONS - CONSENT AGENDA

a. A Resolution Authorizing the Mayor to Enter into a Contract with Lumen Technologies for Fiber Service for the Reynoldsburg Police Department

b. A Resolution Authorizing the Mayor to Enter into a Contract with Creative Financial Staffing for Temporary Accounting Support Services and Waive Competitive Bidding

12. CONSENT AGENDA FOR EMERGENCY ADOPTION

a. An Ordinance Authorizing the Mayor to Enter into a Contract Amendment with REP Entertainment II Limited for the Sale of Real Property, and Declaring an Emergency

b. An Ordinance to Approve Payment of Services Performed to the Auditors Certificate of Availability of Funds, and Declaring an Emergency

c. An Ordinance Appropriating Unencumbered Balances as of December 31, 2025, for Various Police Special Revenue Funds, Provided Revenue Funds Received During 2026 be Accepted, and Declaring an Emergency

d. An Ordinance to Approve Payment of Services Performed to the Auditor's Certificate of Availability of Funds, and Declaring an Emergency

e. An Ordinance Authorizing the Mayor to Enter into a Contract to Purchase and Construct a Greenhouse at the Parks and Public Service Facility, Waive Competitive Bidding, and Declaring an Emergency

f. An Ordinance Authorizing the Mayor to Enter into a Contract with DLZ for the Waggoner Road Phase II Improvement Project (Construction Inspection Services), Appropriating Funds Therefor, and Declaring an Emergency

g. An Ordinance Appropriating Funds from the Unappropriated General Fund to an Account in the Communications and Community Events Department, and Declaring an Emergency

h. An Ordinance to Amend Ordinance No. 65-2025 Providing for Adjustments to the Annual Budget for the City of Reynoldsburg, State of Ohio, for the Fiscal Year Ending December 31, 2026, to Add Debt Service Funding, and Declaring an Emergency

13. CONSENT AGENDA FOR FIRST READING

a. An Ordinance Consenting to the Annexation of Certain Real Property Located on Taylor Road in Etna Township Consisting of 132.6+/- Acres, Owned by Joseph I Bauman, Trustee of Bauman Family Trust, and Declaring an Emergency

b. An Ordinance Authorizing the Mayor to Enter into a Contract to Purchase a Chevrolet Equinox EV for the Building Department and Appropriating Funds Therefor

c. An Ordinance Authorizing the Mayor to Enter into a Contract with EMH&T for Engineering Design Services Related to Various Traffic Signal Studies

d. An Ordinance Adopting the Tax Budget for the City of Reynoldsburg, Ohio for the Fiscal Year Beginning 2027, and Declaring an Emergency

14. CONSENT AGENDA FOR THIRD READING

a. An Ordinance to Amend Chapter 949.07 Water Meter and Reading Equipment Service Fees of the Codified Ordinances for the City of Reynoldsburg, Ohio

b. An Ordinance Authorizing the Mayor to Purchase Two Ford Mavericks and Related Equipment for the Reynoldsburg Building and Code Enforcement Department and Waive Competitive Bidding

c. An Ordinance Authorizing the Mayor to Enter into a Contract with EMH&T for Professional Engineering Services Pertaining to the Evaluation of the City's Water Distribution System

d. An Ordinance to Amend the Personnel Procedure Manual Regarding Inclement Weather, Short-Term and Long-Term Disability, and Fleet Safety

e. An Ordinance to Amend Chapter 160, Section 160.02 Authorized Positions, Personnel, Classification and Pay Grade and Section 160.03(b) Supervisory Pay Range

15. OTHER COUNCIL MATTERS

16. UPCOMING MEETINGS

a. May 21, 2026 Planning & Zoning Board
May 25, 2026 Memorial Day City Offices Closed
May 26, 2026 Council (**Tuesday Meeting**)
June 4, 2026 Planning & Zoning Board
June 8, 2026 Council
June 18, 2026 Planning & Zoning Board
June 19, 2026 Juneteenth City Offices Closed
June 22, 2026 Council

17. ADJOURNMENT

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ADJOURNMENT

MINUTES REGULAR MEETING
REYNOLDSBURG CITY COUNCIL
April 13, 2026

CALL TO ORDER

Council President Bhuwan Pyakurel called the meeting to order at 6:30 PM.

PLEDGE OF ALLEGIANCE

ROLL CALL

PRESENT: Abram, Baker, Johnson, Pyakurel, Towns, Salvati, Chambers, Hill
ABSENT:

APPROVAL OF AGENDA

The agenda was approved as submitted.

APPROVAL OF MINUTES

Regular Meeting Minutes of March 23, 2026

The regular meeting minutes of March 23, 3036, were approved as submitted.

COMMUNITY COMMENTS

Council Comments

President Pyakurel
President Pyakurel stated that domestic violence and suicide are always difficult topics to discuss, but these issues were on the rise in Reynoldsburg. He stated that within the last 20 days, Reynoldsburg lost three individuals to suicide. He explained that he was involved in each situation and it was very painful. President Pyakurel stated that last month was suicide awareness month, but he felt as though there was more that could be done. He explained that he was not exactly sure what to do, but did not want to see our community lose more loved ones.

Mayoral Comments

Mayor Begeny
Mayor Begeny stated that Waggoner Road Phase 1 paving would start tomorrow, April 14th. This will take approximately ten or twelve days to complete. Construction on the multipurpose path would begin in May. In addition, they will be working on installing streetlights and the traffic lights. Staff was still determining when the road would reopen. There were some details about the median work that needed to be decided

before opening the entire area. Waggoner Road Phase 2 preliminary planning and scheduling was underway. The main concern was providing access to Waggoner Road Elementary and Waggoner Road Junior High, as there was only one way in and one way out. They were working to complete most of the construction between Memorial Day and August. The 2026 Street Improvement Project was also underway with information available on the City's website. Engineering for the sidewalk program between Taylor Road and Hansen Street was also underway. City Hall improvements, which included changes to Council Chambers and other offices, were being scheduled. New businesses were moving into the Trivium Building, including a photography business. The Field House, on the land next to Central Ohio Primary Care, was waiting for the final plan for a shared parking lot. Community Clean-Up Day is April 25th from 9am to noon. The City of Reynoldsburg Night at the Columbus Clippers was on Saturday, May 23rd at 7:05pm. That night was also a fireworks night and Star Wars night.

Recognition of Community Volunteers

Mayor Begeny stated that in January, our community experienced an unexpected amount of snow. He wanted to thank the community members who stepped up to clear driveways and sidewalks for those not able to do it themselves. Mayor Begeny read the Proclamation.

Presentation by Ryan Lippe, Consumer Educator, with the Ohio Attorney General's Office

Mr. Ryan Lippe, Consumer Educator – Consumer Protection Section, from the Ohio Attorney General's Office, explained he educated consumers on how to prevent becoming a victim of a scam, how to prevent identity theft, how to implement good cybersecurity, and consumer law. The Attorney General's Office also supported local law enforcement. He stated that there were about twenty-five state laws designed to protect the consumer and outlined transactions. They also deal with consumer complaints. Those complaints became a public record, which can be found on the Attorney General's website. The State had around 29,000 complaints in 2025. Most complaints pertained to motor vehicles, professional services, shopping/food and beverages, home improvement, collections and credit reporting, and utilities, phone, and internet services. Red flags of a scam include: requests for payment by transfer, prepaid money cards, gift cards, cryptocurrency, or peer-to-peer payment networks (Venmo, Zelle, etc.), requesting personal information, pressuring you to act immediately, and requesting conversations be kept secret. Mr. Lippe stated that one way to be proactive in protecting yourself was to review your credit report and credit score frequently to ensure that your identity was not compromised and affecting your credit. Consumers can reduce their risk of identity theft by shredding documents with personal information, watching for scams, monitoring your credit score, updating computer software,

don't volunteer information, monitoring financial statements, and placing credit alerts or freezes on your credit report. The Attorney General's office also provides services to assist with these issues. The Attorney General's Office were on Facebook, X, and their website OhioProtects.org specifically for Ohio consumer protection. He thanked the Council President and Clerk of Council for allowing him to make this presentation.

Councilmember Chambers asked if the credit freeze affected your credit score. Mr. Lippe stated that no, it would not affect your score and was no cost. You were also able to freeze and unfreeze as often as you want using the three credit service websites — Equifax, TransUnion, and Experian.

PROCLAMATIONS

A Proclamation of Recognition

President Pyakurel stated that this Proclamation was in recognition of Mayor Begeny for receiving the George Meany Award. Councilmember Towns read the Proclamation.

Councilmember Baker congratulated Mayor Begeny on receiving this award and stated that it was reflective of him and our community.

Councilmember Abram also congratulated Mayor Begeny, stating how much she appreciated working with him. Councilmember Chambers agreed with this statement.

Councilmember Baker made a motion to approve this Proclamation. Second by Councilmember Johnson. Motion carried.

COMMUNICATIONS

Treasury Board Meeting Minutes

MOTIONS

A Motion to Reconsider Ordinance 09-2026 An Ordinance Authorizing the Mayor to Enter into a Contract with EMH&T for Support Services Related to the City's 2026 Street Improvement Project and Sidewalk Maintenance Program

Councilmember Salvati made a motion to reconsider this Ordinance. Second by Councilmember Towns. Motion carried.

Clerk Prasher stated that all three of these Ordinances passed at the previous wedding but due to the transition with the Auditor's Department, they have now finalized specific policies on the financial accounting procedures for all Ordinances where funds are being appropriated. These three Ordinances have been brought back to correct the accounting numbers. There was no change to the actual legislation, they were just ensuring the accounting numbers were correct. Mayor Begeny stated that it would be best practice to include specific account numbers in the legislation when money is being appropriated.

Councilmember Salvati made a motion to amend this Ordinance to accept the corrected appropriation language and account number. Second by Councilmember Chambers. Motion carried.

Councilmember Salvati made a motion to approve this Ordinance as amended. Second by Councilmember Baker.

AYE: Abram, Baker, Johnson, Pyakurel, Towns, Salvati, Chambers, Hill Motion carried.

A Motion to Reconsider Ordinance 10-2026 an Ordinance Authorizing the Mayor to Enter into a Contract with Shelly & Sands, Inc. for the Waggoner Road Phase II Improvement Project, Appropriating Funds Therefor, and Declaring an Emergency

Councilmember Baker made a motion to reconsider this Ordinance. Second by Councilmember Salvati. Motion carried.

Clerk Prasher stated that this legislation was the same as the previous motion to reconsider, correcting the appropriation language and account number.

Councilmember Salvati made a motion to amend this Ordinance to accept the corrected appropriation language and account number. Second by Councilmember Johnson. Motion carried.

Councilmember Salvati made a motion to approve this Ordinance as amended. Second by Councilmember Towns.

AYE: Abram, Baker, Johnson, Pyakurel, Towns, Salvati, Chambers, Hill Motion carried.

A Motion to Reconsider Ordinance No. 11-2026 an Ordinance Authorizing the Mayor to Enter into a Contract with EMH&T for Engineering Design Services Relating to the City's State Route 256 Intersection Improvement Project

Councilmember Salvati made a motion to reconsider this Ordinance. Second by Councilmember Baker. Motion carried.

Clerk Prasher stated that this legislation was the same as the previous motion to reconsider to correct the appropriation language and account number.

Councilmember Baker made a motion to amend this Ordinance to accept the corrected appropriation language and account number. Second by Councilmember Johnson. Motion carried.

Councilmember Salvati made a motion to approve this Ordinance as amended. Second by Councilmember Chambers.

AYE: Abram, Baker, Johnson, Pyakurel, Towns, Salvati, Chambers, Hill Motion carried.

REPORTS

West Licking Fire Report for February 2025

Councilmember Baker stated that the monthly stats for February 2026 for the West Licking Fire District were included in the packet.

There is no Development, Parks & Recreation Committee meeting.

Public Safety, Law & Courts Committee

This is the Public Safety, Law & Courts Committee meeting for April 13, 2026.

Members in attendance are: Councilmember Abram, Councilmember Chambers, Councilmember Towns, Chair Johnson, and President Pyakurel.

Work Session

An Ordinance to Establish Section 705 Prohibiting Short-Term Rentals of the Codified Ordinances for the City of Reynoldsburg

This item has been brought to the Committee as a work session.

Assistant City Attorney Triplett stated that their office as well as the Mayor's office have noticed an increase in complaints and calls for service from Airbnb's in

Reynoldsburg. There are no current City or State laws regulating Airbnb or short-term rentals. As of right now, any individual is able to own and operate a short-term rental in Reynoldsburg. The goal of this work session is to make Council aware of these issues and discuss potential options for the future. Some of the common issues they have seen include noise complaints, occupancy violations, and incidents of crime. Some of the issues they have seen specifically in Reynoldsburg include large house parties and noise complaints. She explained that some of these houses are even being listed as "party houses" on the website on which they are listed. Attorney Triplett stated that on March 15th, RPD responded to an Airbnb that was known to them for reports of shots fired. She explained that in the report the officer noted that the night before they had responded to a party at the same address that had over 200 people. This situation involved shooting from two groups both inside and outside the house, and a juvenile being robbed at gunpoint. Another situation was in late 2024 when multiple 911 calls were made about large groups of people fighting in the street outside an Airbnb. This party involved drugs, alcohol, and large groups of juveniles as well as significant damage to the property.

Attorney Triplett stated that she wanted to discuss different options for managing these short-term rentals and what other Central Ohio municipalities have chosen to implement. Most of these regulations generally define short-term rentals as less than 30 days and include a fee or registration system. Hilliard prohibits large social gatherings at short-term rentals as well, while Dublin has more in-depth legislation for short-term rentals. Some places have completely eliminated short-term rentals from their City. She is asking Council to consider what options they would like to see for short-term rentals in Reynoldsburg.

Councilmember Johnson asked how many Airbnbs or other short-term rentals there are in the City at this time. Attorney Triplett stated that through her preliminary research on Airbnb or VRBO, there were around nine or ten currently. She also stated that the draft legislation of a complete ban she included with the packet is just an example, and they are able to create legislation in whichever way Council prefers. Councilmember Johnson stated that banning it was not her first thought about this, but she does think there should be some regulations surrounding short-term rentals.

Councilmember Abram asked how long they have had these Airbnbs in the community. Attorney Triplett stated that she is not sure how long they have been in the City, but they have noticed an increase in concerns and incidents at these locations recently. Councilmember Abram stated that out of the nine or ten rentals currently, it seems that there have only been issues at three or four of them. She asked if there had been reports at any of the other properties as well. Attorney Triplett stated that they do not have reports for every property but some of the

reports are as small as noise complaints. Councilmember Abram stated that she would like to consider something outside a complete ban because we do have events like the Tomato Festival that people may want to travel to the City for. Councilmember Abram also stated that currently there are no limits on how many people someone can have at their residence for a gathering and no need for a permit. Attorney Shook stated that that is true, but there are occupancy limits in the single-family homes in Reynoldsburg. He stated that if a person wanted to throw a party at their own home there are no regulations on that. The only difference is that the owner of the property is typically there in a single-family residence rather than an Airbnb. Councilmember Abram stated that she has stayed at Airbnb's for weddings and funerals and does not want to completely get rid of that as an option in Reynoldsburg. Councilmember Abram asked if the Council had decided to move forward with a registration program, should Council decide what the fee was or if there was a recommendation. Attorney Triplett stated that they do not have a specific recommendation at this time. Councilmember Abram also asked if there is increased insurance for these properties. Attorney Triplett stated that the hosts create agreements through whatever website they choose to list their home on. Attorney Shook stated that they could require it within the Ordinance if that is the direction Council wanted to go.

Councilmember Salvati stated that he sees the value of short-term rentals within Reynoldsburg. He explained that he sees more value in having a minimum stay rather than a maximum to avoid issues like renting for one or two nights just to have a party. Attorney Triplett stated that there are jurisdictions that have minimum stays, so that is an option. Councilmember Salvati stated that he would like to see a permit program implemented with the option to revoke the permit if needed. He would also prefer that the rental home also be the owner's residence for at least part of the year rather than a property that is only there for the purpose of being rented out. He reiterated that he would not be in favor of banning them completely.

Councilmember Chambers stated that she agreed that she was not in favor of a complete ban, she saw the value of these short-term rentals within our City. Her daughter attended a graduation party at an Airbnb that had to end early because of threats of violence, so she does think there should be more regulation. She was in favor of a permit or registration system, residence verification, and did not see the need for time restrictions. She would also support the permit having the ability to be revoked as well as a monetary fine if there were continued issues.

Councilmember Hill stated that she would support a minimum stay of around three to four nights. She asked how this would be enforced and who would be in charge of that. Attorney Triplett stated that enforcement is one of the reasons some jurisdictions have chosen to go with a complete ban because regulation

enforcement does create more questions and possible issues. Councilmember Hill stated that she was open to different options and was not opposed to a complete ban.

President Pyakurel stated that he was not in favor of any minimum stay, but he does support some kind of permit or regulation system. He asked what kind of calls were received from these properties and what area the properties were generally in. He also explained that he has many questions about enforcement. Attorney Triplett stated that if Council would like to see more statistics about these properties, they were happy to gather that information and send it to them. She also explained that enforcement would have to be tailored to whatever the ordinance is they choose to go with. They would like to be more proactive in these situations rather than reactive to these possibly dangerous situations.

Councilmember Baker stated that he was not for a total ban but does think that owners should have to take responsibility for what may happen there. He also would prefer that these rentals be privately owned rather than bought out by companies. Councilmember Baker stated that he understood that some people do earn extra income through these properties. He did not want to hinder that, but the City should better understand the risks that come with owning a short-term rental. He supported a five-day minimum stay and a $1000 penalty fee, if needed.

Councilmember Towns thanked Attorney Triplett for all this information and stated that she also did not support a total ban. She stated that Columbus seemed to have good regulations in place, but she did have questions about how those would be enforced.

Councilmember Johnson reiterated that it seems as though there was an interest in a minimum stay, a registration process, and property owner responsibility. She asked if they would be able to bring something back to the first meeting in May to have further discussion. Attorney Shook asked that they work with Councilmember Johnson on this legislation and then bring it back for another work session at the first meeting in May. Councilmember Johnson thanked them for presenting this information.

Public Service & Transportation Committee

This is the Public Service & Transportation Committee meeting for April 13, 2026.

Members in attendance are: Councilmember Abram, Councilmember Chambers, Councilmember Towns, Chair Hill, and President Pyakurel.

An Ordinance to Repeal/Replace Ordinance No. 03-2026 an Ordinance Authorizing the Mayor to Enter into a Contract with O. R. Colon for Support

Services Relating to Waggoner Road Phase II, Appropriating Funds Therefor, and Declaring an Emergency

This Ordinance has returned to Council to correct the funding appropriation language and approve as a single-read emergency.

Director Dorman stated that as Clerk Prasher stated earlier, these Ordinances will now have cleaned up language and comply with the new processes being put in place.

Councilmember Hill made a motion to forward this Ordinance to Council for a first reading and emergency approval. Second by Councilmember Towns. Motion carried.

An Ordinance to Repeal/Replace Ordinance No. 07-2026 an Ordinance Authorizing the Mayor to Enter into a Contract with O. R. Colon for Support Services Relating to Summit Road Improvements, Appropriating Funds Therefor, and Declaring an Emergency

This Ordinance has returned to Council to correct the funding appropriation language and approve as a single-read emergency.

Director Dorman stated that as Clerk Prasher stated earlier, these Ordinances will now have cleaned up language and comply with the new processes being put in place.

Councilmember Hill made a motion to forward this Ordinance to Council for a first reading and emergency approval. Second by Councilmember Towns. Motion carried.

An Ordinance to Repeal/Replace Ordinance No. 08-2026 an Ordinance Authorizing the Mayor to Enter into a Contract with JLD Construction Services, LLC for the City of Reynoldsburg Parks and Public Service Access Road Project, Appropriating Funds Therefor, and Declaring an Emergency

This Ordinance has returned to Council to correct the funding appropriation language and approve as a single-read emergency.

Director Dorman stated that as Clerk Prasher stated earlier, these Ordinances will now have cleaned up language and comply with the new processes being put in place.

Councilmember Hill made a motion to forward this Ordinance to Council for a first

reading and emergency approval. Second by Councilmember Chambers. Motion carried.

An Ordinance to Amend Chapter 949 Water Regulations of the Codified Ordinances for the City of Reynoldsburg, Ohio

Director Dorman stated that the City buys water meters from a company and each year these prices continue to go up. He explained that they do have a good number of water meters in stock currently, but they anticipate they will begin to run low around July.

Councilmember Hill made a motion to forward this Ordinance to Council for a first reading. Second by Councilmember Towns. Motion carried.

An Ordinance Authorizing the Mayor to Purchase Two Ford Mavericks and Related Equipment for the Reynoldsburg Building and Code Enforcement Department and Waive Competitive Bidding

Director Dorman stated that the purchase of these two Ford Mavericks would be through a community grant we have through NOPEC. Some of the regulations in the grant state that it has to be used for purchasing of EV equipment or vehicles and these trucks do qualify. These trucks will be used mostly be code enforcement.

Councilmember Hill made a motion to forward this Ordinance to Council for a first reading. Second by Councilmember Towns. Motion carried.

An Ordinance Authorizing the Mayor to Purchase the Rights-of-Way Necessary for the Construction of Waggoner Road Phase II, Appropriate Funds Therefor, and Declaring an Emergency

Director Dorman stated that similar to phase 1, there is a certain amount of funds that are set aside for the purchase of necessary rights-of-way needed for these projects to be completed. The amount they have been authorized for is the amount that was requested in the grant. They are working with property owners at this time to come to a mutual agreement.

Councilmember Hill made a motion to forward this Ordinance to Council for a first reading. Second by Councilmember Chambers. Motion carried.

An Ordinance Authorizing the Mayor to Enter into a Contract with EMH&T for Professional Engineering Services Pertaining to the Evaluation of the City's Water Distribution System

Director Dorman stated that every year they like to find ways to improve the City's water distribution system infrastructure. They would like to have a better map of these lines and are requesting that this system be evaluated by EMH&T.

Councilmember Hill asked what the current process is for notifying residents if their water is going to be out or experiencing other issues. Director Dorman stated that right now the process is just knocking on doors. He stated that they would like to create a text system to alert residents of possible issues.

Councilmember Hill made a motion to forward this Ordinance to Council for a first reading. Second by Councilmember Towns. Motion carried.

A Resolution Authorizing the Mayor to Purchase a Ford F-450 Truck and Related Equipment for the Stormwater Department and Waive Competitive Bidding

Director Dorman stated that they have one truck that has aged well beyond the recommended life span. This new F-450 would replace the current vehicle and then be listed for sale on GovDeals. They are waiving competitive bidding because it is below the bidding threshold.

Councilmember Hill made a motion to forward this Resolution to Council for approval. Second by Councilmember Towns. Motion carried.

Finance & Administration Committee

This is the Finance & Administration Committee meeting for April 13, 2026.

Members in attendance are: Councilmember Hill, Councilmember Johnson, Councilmember Salvati, Chair Baker, and President Pyakurel.

An Ordinance to Amend the Personnel Procedure Manual Regarding Inclement Weather, Short-Term and Long-Term Disability, and Fleet Safety

Director Cornell stated that they have refined the language to provide better clarification to employees regarding inclement weather, short and long term disability, and fleet safety.

Councilmember Baker made a motion to forward this Ordinance to Council for a first reading. Second by Councilmember Johnson. Motion carried.

An Ordinance to Amend Chapter 160, Section 160.02 Authorized Positions, Personnel, Classification and Pay Grade and Section 160.03(b) Supervisory Pay Range

Director Cornell stated that they also refined the language in the Chapter 160 to provide better clarification to employees, and they are adding a Permit Tech to the building department.

Councilmember Baker made a motion to forward this Ordinance to Council for a first reading. Second by Councilmember Johnson. Motion carried.

An Ordinance Providing for the Issuance and Sale of Notes in the Maximum Principal Amount of $1,550,000, in Anticipation of the Issuance of Bonds, for the Purpose of Paying the Costs of Improving the Municipal Waterworks System, and Declaring an Emergency

Mayor Begeny stated that this legislation was related to the earlier discussion securing bonds for the Waggoner Road Phase 2, the Parks/Service building, and the Summit Road waterline. He explained the notes were similar, but had different requirements. After discussing the issue with Baker Tilly and the Auditor, it was determined as the most advantageous option for the City. This legislation requested $1.5 million to cover the cost of the waterline work on Summit Road to connect the new development opportunities into the main waterline. Mayor Begeny clarified that the note would allow for greater fund security, because it had a higher minimum purchase amount.

Councilmember Baker made a motion to forward this Ordinance to Council for a first reading. Second by Councilmember Salvati. Motion carried.

An Ordinance Providing for the Issuance and Sale of Notes in the Maximum Principal Amount of $13,910,000, in Anticipation of the Issuance of Bonds, for the Purpose of Paying the Costs of Improving the Municipal Vehicular Transportation System, and Declaring an Emergency

Mayor Begeny stated that this legislation was the same as the previous Ordinance, but specifically for funding Waggoner Road Phase 2 as well as the Park/Service building roadway. This cost was significantly lower due to grants and other funding sources.

Councilmember Baker made a motion to forward this Ordinance to Council for a first reading. Second by Councilmember Salvati. Motion carried.

RESOLUTIONS - CONSENT AGENDA

RESULT:	**PASSED (UNANIMOUS)**
MOVER:	Baker
SECONDER:	Salvati
AYES:	Abram, Baker, Johnson, Pyakurel Towns, Salvati, Chambers, Hill

A Resolution Authorizing the Mayor to Purchase a Ford F-450 Truck and Related Equipment for the Stormwater Department and Waive Competitive Bidding

CONSENT AGENDA FOR EMERGENCY ADOPTION

RESULT:	**PASSED (UNANIMOUS)**
MOVER:	Baker
SECONDER:	Towns
AYES:	Abram, Baker, Johnson, Pyakurel Towns, Salvati, Chambers, Hill

An Ordinance to Repeal/Replace Ordinance No. 03-2026 an Ordinance Authorizing the Mayor to Enter into a Contract with O. R. Colon for Support Services Relating to Waggoner Road Phase II, Appropriating Funds Therefor, and Declaring an Emergency

An Ordinance to Repeal/Replace Ordinance No. 07-2026 an Ordinance Authorizing the Mayor to Enter into a Contract with O. R. Colon for Support Services Relating to Summit Road Improvements, Appropriating Funds Therefor, and Declaring an Emergency

An Ordinance to Repeal/Replace Ordinance No. 08-2026 an Ordinance Authorizing the Mayor to Enter into a Contract with JLD Construction Services, LLC for the City of Reynoldsburg Parks and Public Service Access Road Project, Appropriating Funds Therefor, and Declaring an Emergency

CONSENT AGENDA FOR FIRST READING

These Ordinances stand for a first reading.

An Ordinance to Amend Chapter 949 Water Regulations of the Codified Ordinances for the City of Reynoldsburg, Ohio

An Ordinance Authorizing the Mayor to Purchase Two Ford Mavericks and Related Equipment for the Reynoldsburg Building and Code Enforcement Department and Waive Competitive Bidding

An Ordinance Authorizing the Mayor to Purchase the Rights-of-Way Necessary for the Construction of Waggoner Road Phase II, Appropriate Funds Therefor, and Declaring an Emergency

An Ordinance Authorizing the Mayor to Enter into a Contract with EMH&T for Professional Engineering Services Pertaining to the Evaluation of the City's Water Distribution System

An Ordinance to Amend the Personnel Procedure Manual Regarding Inclement Weather, Short-Term and Long-Term Disability, and Fleet Safety

An Ordinance to Amend Chapter 160, Section 160.02 Authorized Positions, Personnel, Classification and Pay Grade and Section 160.03(b) Supervisory Pay Range

An Ordinance Providing for the Issuance and Sale of Notes in the Maximum Principal Amount of $1,550,000, in Anticipation of the Issuance of Bonds, for the Purpose of Paying the Costs of Improving the Municipal Waterworks System, and Declaring an Emergency

An Ordinance Providing for the Issuance and Sale of Notes in the Maximum Principal Amount of $13,910,000, in Anticipation of the Issuance of Bonds, for the Purpose of Paying the Costs of Improving the Municipal Vehicular Transportation System, and Declaring an Emergency

CONSENT AGENDA FOR SECOND READING

This Ordinance stands for a second reading.

An Ordinance Appropriating Funds from the Unappropriated General Fund to an Account in the Communications and Community Events Department

OTHER COUNCIL MATTERS

Councilmember Baker thanked RPD, doctors, nurses, teachers, and retail workers. He stated that his heart went out to the families of the soldiers who were killed in the plane crash.

UPCOMING MEETINGS

April 16, 2026 Planning & Zoning Board
April 27, 2026 Council
April 30, 2026 Mayor's Town Hall
May 7, 2026 Planning & Zoning Board
May 11, 2026 Council
May 21, 2026 Planning & Zoning Board
May 25, 2026 Memorial Day City Offices Closed
May 26, 2026 (Tuesday) Council

ADJOURNMENT

As there was no further business, Council President Pyakurel adjourned the meeting.

_____
Bhuwan Pyakurel, Council President

_____
Mollie Prasher, Clerk of Council

MINUTES REGULAR MEETING
REYNOLDSBURG CITY COUNCIL
April 27, 2026

CALL TO ORDER

PRESENT: Council President Pyakurel, Council Member Salvati, Council Member Baker, Johnson, Council Member Hill, Council Member Towns, Council Member Abram, Council Member Chambers

ABSENT:

INVOCATION - Pastor Matthew Stephens of Vineyard Christian Church

PLEDGE OF ALLEGIANCE

ROLL CALL

APPROVAL OF AGENDA

The agenda was approved as submitted.

APPROVAL OF MINUTES - There are no minutes for approval.

COMMUNITY COMMENTS

Norm Brusk
1861 Crosswick Court

I am a long-time resident and wish to speak about the short-term rental legislation. I have concerns about approving such legislation and what Council to look at carefully, as there is a tremendous risk benefit ratio for this type of legislation. I would support a total ban on short-term rentals as any partial type of legislation would just open a can of worms. There will also be people who defy any law and do what they want, but if there was a total ban, it would keep law-abiding citizens honest. There is no compelling reason to have Airbnb-type facilities in Reynoldsburg as there are plenty of hotels available. Most Airbnb's here are used at party houses. Some people may argue that the City would be restricting business. However, Airbnb's are in residential areas, not commercial. There are a lot of other restrictions that citizens are expected to follow, so a ban would not be any different than other restrictions, such as the height of fences, fencing around pools, dogs on leashes, etc. Allowing Airbnbs will disrupt neighborhoods with noise, crime, litter, and/or property damage. Permitting short-term rentals will affect city services, especially law enforcement. With a complete ban, there would be far fewer residents attempting to operate rentals. Allowing short-term rentals would require the need for a registration and code enforcement system. As I am out-of-time, please feel free to contact me directly if you have any questions.

Georgia Byrd & David Hatcher
My name is Georgia Byrd. I have owned my house since 1983. I purchased it for myself and 2 sons. I remarried and moved into my husband's home, also in Huber. We have had long-term tenants over the years. I was tired of having to remodel my house after EVERY tenant upon vacancy. We traveled frequently and tried to stay at Airbnbs in the cities and countries we visited. I like the concept and decided to keep my house after remodeling to sell, and try the Airbnb platform, which I did on September 1, 2018. I asked my neighbors before I opened if they had an issue with it being short term, and they said no. The neighbors are great and monitor the guests for me over the years and I have a door camera I monitor. People asked who would want to stay in Reynoldsburg? I will tell you exactly: predominately, people with families visiting family still living here (including my own extensive family); visitors coming in for weddings, school graduations, the Horse Congress, The Arnold, concerts, Other World, Hocking Hills, and multiple reasons too many to mention. I have a guest book that has a list and map highlighting the local restaurants and shops as well as the major retail that is within 5 minutes of the house. When I started, I was the only available property of its kind in the area. Since then, the whole universe has joined the concept, with the majority being corporations or neglectful investors only interested in making money. I have been a super host since I opened my door. I have had only a couple of stays that violated my and Airbnb's policies. I made them leave the property. I am also trying to accommodate mid-term tenants and to help with the influx of workers coming in for the growth in New Albany and Licking County. I love my house. I am 77 years old, and my husband is 88. The income is important to our wellbeing and the requests coming in daily from speculators and investors wanting to buy my house for way less than the value is evidence of the greed that has grown in the current economic climate. Please consider very carefully any decisions you make in this very important discussion of regulating or inhibiting our income.

Councilmember Abram
Councilmember Abram advised the community of the upcoming Community Baby Shower on Saturday, May 2nd, from noon to 2:00pm at the American Postal Workers union hall. This event is an opportunity for the community to come out and support those who are in need of support for our littlest, most vulnerable neighbors. Please join us.

Councilmember Chambers
Councilmember Chambers advised that on Friday, May 8th, there will be a career and resource fair at the Reynoldsburg Library from 9:30am to noon. There will be break-out sessions on entrepreneurship, resume building, and interview dos and don'ts. Anyone looking for training or their next employment opportunity, please attend.

Mayor Begeny
Mayor Begeny thanked the entire Reynoldsburg Community, who came out this past weekend to the Community Clean-Up Day. There were three full shred trucks that left City Hall that day. A special thank you to the forty residents who volunteered to pick up litter in various areas of the City. When the final statistics for the day are in, I will share those with Council and the community. This Thursday night, April 30th, is the Mayor's Town Hall meeting beginning at 6:30pm here at City Hall. He invited everyone to attend.

MOTIONS

A Motion to Approve the Appointment of Members to the Reynoldsburg Board of Tax Review

Council is responsible for approving the recommended appointment by the Council President of two members of the Reynoldsburg Board of Tax Review every two years. Mark Hodge and Franklin Davis have agreed to continue their service on the Board.

Councilmember Salvati moved to approve the appointments. Second by Councilmember Abram. Motion carried.

A Motion to Appoint Members to the Ward Boundary Commission

Mayor Begeny explained that due to an increase in population in the City of Reynoldsburg since the last Ward Boundary Commission in 2022, staff has deemed it necessary to reassemble the Commission to determine if the Ward needs to be adjusted.

Councilmember Salvati moved to appoint Keith Benner, Les Davis, Doug Joseph, and Heather Graham to the Ward Boundary Commission. Second by Councilmember Towns. Motion carried.

REPORTS

There is no Development, Parks & Recreation Committee meeting.

Public Safety, Law & Courts Committee

This is the Public Safety, Law & Courts Committee meeting for April 27, 2026.

Members in attendance are: Councilmember Abram, Councilmember Chambers, Councilmember Towns, Chair Johnson, and President Pyakurel.

A Resolution Authorizing the Mayor to Enter into a Lease Agreement with Modern Office Methods for a Copier for the Police Department and Waive Competitive Bidding.

Deputy Chief Binder explained that the police department copiers were up for renewal. This new contract would actually result in a cost savings. The contract renews two copiers for the department. The sixty-month lease would cost $30,613.80, a rate of $510.23 per month for both copiers.

Chair Johnson moved to forward the Resolution to Council for approval. Second by Councilmember Towns. Motion carried.

A Resolution Authorizing the Mayor to Enter into an Agreement with OSU for Police and Pension Occupational Medical Exams

Councilmember Hill recused herself as she indicated she was an employee of OSU.

Deputy Chief Binder explained that currently all pension fund required pre-employment medical exams are done by Ohio Health. However, it was getting harder and harder to schedule appointments. A contract has been negotiated with OSU to also do those exams, providing a secondary option.

Chair Johnson moved to forward this Resolution to Council for approval. Second by Councilmember Towns. Motion carried.

Councilmember Hill resumed her place on the dais with the other Councilmembers.

Public Service & Transportation Committee

This is the Public Service & Transportation Committee meeting for April 27, 2026.

Members in attendance are: Councilmember Abram, Councilmember Chambers, Councilmember Towns, Chair Hill, and President Pyakurel.

An Ordinance Authorizing the Mayor to Enter into a Contract to Purchase and Construct a Greenhouse at the Parks and Public Service Facility, Waive Competitive Bidding, and Declaring an Emergency

Director Dorman explained that a new greenhouse at the new Parks/Service facility will be built. The greenhouse will be a climate-controlled custom irrigation building used for growing all the streetscape and City Hall flowers, hanging baskets, and a few tomatoes for the Tomato Festival. An allowance for the greenhouse was included in the original bid; however, prevailing wage was not

included as part of the bid. If the City were to rebid the project at this point, the cost would increase. The price from two years ago was secure, so Director Dorman indicated that this legislation was asking Council to use a portion of the contingency fund to cover the additional costs for the prevailing wage.

President Pyakurel asked if the greenhouse would remain in the same location. Director Dorman explained that the greenhouse would be at the new facility site.

Councilmember Hill moved to forward this Ordinance to Council for a first reading. Second by Councilmember Chambers. Motion carried.

An Ordinance Authorizing the Mayor to Enter into a Contract with DLZ for the Waggoner Road Phase II Improvement Project (Construction Inspection Services), Appropriating Funds Therefor, and Declaring an Emergency

Director Dorman advised that as part of the OPWC grant for the Waggoner Road Phase 2 project, funds were received to provide inspection services. As part of any City project, an inspector was required to be on site to review all installations and assure that project requirements were completed correctly.

Councilmember Hill moved to forward the Resolution to Council for a first reading. Second by Councilmember Towns. Motion carried.

A Resolution Authorizing the Mayor to Enter into a Contract with Pyrotecnico Fireworks Inc. for the 2026 July 4th Fireworks and Waive Competitive Bidding

Director Dorman stated that this legislation was the annual contract to approve the fireworks for the July 4th celebration. The City has contracted with Pyrotechnico Fireworks for the past number of years and has been very satisfied with their work. This contract amount was increased to $55,500.00 in part for the America 250 celebration and in part due to tariffs.

Councilmember Salvati asked if this firework display would be special due to America 250. Mayor Begeny explained that the display would be longer and bigger than previous years.

Chair Hill made a motion to forward this Resolution to Council for approval. Second by Councilmember Towns. Motion carried.

A Resolution Authorizing the Mayor to Enter into a Contract with Lumen Technologies for Fiber Service to the City's Parks/Public Service Facility

Director Dorman stated that the new Parks/Service facility was in need of a constant and consistent fiber connection. Currently, the City used a wireless point-to-point system, which provided inconsistent service. This connection would provide a reliable connection and save the City financially.

Councilmember Hill moved to forward this Resolution to Council for approval. Second by Councilmember Chambers. Motion carried.

Finance & Administration Committee

This is the Finance & Administration Committee meeting for April 27, 2026.

Members in attendance are: Councilmember Salvati, Councilmember Johnson, Councilmember Hill, Chair Baker, and President Pyakurel.

A Resolution Authorizing the Mayor to Enter into a Lease Agreement with Modern Office Methods for the Administration, Building Department, and Clerk of Council Copiers and Waive Competitive Bidding

Mayor Begeny indicated that this legislation, like the police department legislation, was a renewal of the copier agreement for the Clerk of Council, Building Department, and general Administration copiers. The lease was a total of $72,321.60 for all units, $1205.36 per month.

Chair Baker moved to forward this Resolution to Council for approval. Second by Councilmember Salvati. Motion carried.

A Resolution Authorizing the Mayor to Accept a Northeast Ohio Public Energy Council (NOPEC) Energized Community Grant

Mayor Begeny stated that in the past couple of years, he has come before Council with similar requests to apply for a grant through our aggregate company, NOPEC. That grant was awarded in the amount of $70,000 to purchase two Ford Mavericks for Code Enforcement Officers and save the City money. Funds would also allow for the purchase of an additional vehicle that would be brought to Council later.

Chair Baker made a motion to forward this Resolution to Council for approval. Second by Councilmember Johnson. Motion carried.

A Resolution Authorizing the Mayor to Sign the Proposed Opioid Litigation Settlement Plan of Claims Against Six Remnant Defendants (Associated Pharmacies, Inc., J M Smith Corporation, Louisiana Wholesale Drug Company, Inc. Morris and Dickson Co. North Carolina Mutual Wholesale Drug Company, Inc., United Foods, Inc.)

Attorney Shook/Mayor Begeny stated that this legislation was another major settlement agreement negotiated with pharmaceutical companies and pharmacies related to the opioid epidemic. This Resolution would allow the City to participate in that settlement and receive appropriate proceeds even though the settlement will probably be smaller than previous settlements.

Chair Baker moved to forward this Resolution to Council for approval. Second by Councilmember Salvati. Motion carried.

RESOLUTIONS - CONSENT AGENDA

RESULT:	**8 - 0 (UNANIMOUS)**
MOVER:	Salvati
SECONDER:	Towns
AYES:	Abram, Baker, Johnson, Pyakurel Towns, Salvati, Chambers, Hill

A Resolution Authorizing the Mayor to Enter into a Lease Agreement with Modern Office Methods for a Copier for the Police Department and Waive Competitive Bidding.

A Resolution Authorizing the Mayor to Enter into an Agreement with OSU for Police and Pension Occupational Medical Exams

A Resolution Authorizing the Mayor to Enter into a Contract with Pyrotecnico Fireworks Inc. for the 2026 July 4th Fireworks and Waive Competitive Bidding

A Resolution Authorizing the Mayor to Enter into a Lease Agreement with Modern Office Methods for the Administration, Building Department, and Clerk of Council Copiers and Waive Competitive Bidding

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A Resolution Authorizing the Mayor to Enter into a Contract with Lumen Technologies for Fiber Service to the City's Parks/Public Service Facility

CONSENT AGENDA FOR EMERGENCY ADOPTION

RESULT:	**8 - 0 (UNANIMOUS)**
MOVER:	Salvati
SECONDER:	Towns
AYES:	Abram, Baker, Johnson, Pyakurel Towns, Salvati, Chambers, Hill

An Ordinance Authorizing the Mayor to Purchase the Rights-of-Way Necessary for the Construction of Waggoner Road Phase II, Appropriate Funds Therefor, and Declaring an Emergency

An Ordinance Providing for the Issuance and Sale of Notes in the Maximum Principal Amount of $1,550,000, in Anticipation of the Issuance of Bonds, for the Purpose of Paying the Costs of Improving the Municipal Waterworks System, and Declaring an Emergency

An Ordinance Providing for the Issuance and Sale of Notes in the Maximum Principal Amount of $13,910,000, in Anticipation of the Issuance of Bonds, for the Purpose of Paying the Costs of Improving the Municipal Vehicular Transportation System, and Declaring an Emergency

CONSENT AGENDA FOR FIRST READING

These Ordinances stand for a first reading.

An Ordinance Authorizing the Mayor to Enter into a Contract to Purchase and Construct a Greenhouse at the Parks and Public Service Facility, Waive Competitive Bidding, and Declaring an Emergency

An Ordinance Authorizing the Mayor to Enter into a Contract with DLZ for the Waggoner Road Phase II Improvement Project (Construction Inspection Services), Appropriating Funds Therefor, and Declaring an Emergency

CONSENT AGENDA FOR SECOND READING

These Ordinances stand for a second reading.

An Ordinance to Amend Chapter 949 Water Regulations of the Codified Ordinances for the City of Reynoldsburg, Ohio

An Ordinance Authorizing the Mayor to Purchase Two Ford Mavericks and Related Equipment for the Reynoldsburg Building and Code Enforcement Department and Waive Competitive Bidding

An Ordinance Authorizing the Mayor to Enter into a Contract with EMH&T for Professional Engineering Services Pertaining to the Evaluation of the City's Water Distribution System

An Ordinance to Amend the Personnel Procedure Manual Regarding Inclement Weather, Short-Term and Long-Term Disability, and Fleet Safety

An Ordinance to Amend Chapter 160, Section 160.02 Authorized Positions, Personnel, Classification and Pay Grade and Section 160.03(b) Supervisory Pay Range

OTHER COUNCIL MATTERS

Councilmember Johnson reminded everyone to save Saturday, June 20th, for the City of Respect's celebration of Juneteenth at Huber Park from 4 to 8pm. There will be activities for all members of the family.

Councilmember Baker thanked Mr. Alexander and his class for the lovely thank-you notes. Also, a special thank you to RPD, all teachers, doctors, nurses and retail employees.

UPCOMING MEETINGS

May 7, 2026 Planning & Zoning Board
May 11, 2026 Council
May 21, 2026 Planning & Zoning Board
May 25, 2026 Memorial Day City Office Closed
May 26, 2026 Council TUESDAY Meeting

ADJOURNMENT

As there was no further business, Council President Pyakurel adjourned the meeting.

_____

Bhuwan Pyakurel, Council President

Reynoldsburg
OHIO • 1839

_____
Mollie Prasher, Clerk of Council

Reynoldsburg
OHIO • 1839

MINUTES REGULAR MEETING
REYNOLDSBURG PLANNING & ZONING BOARD
March 5, 2026

CALL TO ORDER

ROLL CALL

PRESENT: Barnhart, Benner, Brusk, Conley, Ward, Furst
ABSENT: Tuwamo

APPROVAL OF MINUTES

Planning & Zoning Board - Regular Meeting - 02/05/2026

The regular meeting minutes of 02/05/2026 were approved as submitted.

APPROVAL OF AGENDA

The agenda was approved as submitted.

SWEARING IN OF SPEAKERS

Speakers were sworn in by Mr. Furst.

PUBLIC COMMENT

None.

UNFINISHED BUSINESS

NEW BUSINESS

6591 E. Main Street; Precise Remodeling and Contracting LTD for Daniel Duckworth of Splash Laundry; Appeal to Zoning Certificate

Ms. Buathier: Thank you, Mr. Chairman. As you said, it is an appeal. The applicant is Rick Murphy with Precise Remodeling and Contracting limited for Daniel Duckworth of Splash Laundry. The property is located at 6591 East Main Street. It consists of one parcel with the

zoning of BMD, Brice and Main District. Before you is an aerial of the subject site. Here's an image of the zoning map.
Here is a google street view of the site from East Main Street. The applicant is before the Planning and Zoning Board today, appealing staff's decision to deny their Zoning Certificate Application for a Building/Site Modification. On December 1st, 2025, staff received a sign permit for a new sign for Splash Laundry. In their application, staff noticed that the karate studio sign, that currently exists next to Splash Laundry's, would be coming down and the new proposed Splash Laundry sign would be moving to the right, as you can see before you showing that it would apply to both units, not just the exiting one. On December 2nd, 2025, staff received a zoning certificate application for a new business/use for a karate studio at 6589 E. Main Street, next to where the existing karate studio was. Staff asked for clarification, and on December 12th, the property owner, Jennifer B[ake]well, informed us that the karate studio would be moving from 6591 E. Main Street to the next unit over, at 6589 E. Main Street. The karate studio's application was subsequently approved as it met all zoning code standards and is a permitted land use in the BMD. Regarding the sign permit for Splash Laundry, on December 12th, staff notified Jennifer B[ake]well and Daniel Duckworth that the sign could not encroach into the front façade of the next unit over, which staff understood currently existed as a karate studio. Jennifer responded saying "We are combining 6593 & 6591 E Main St into one space. Splash Laundry will occupy both moving forward." That is that email you have in front of you, the physical one. Staff then notified Jennifer B[ake]well and Rick Murphy that a zoning certificate application would be needed to expand the business. Staff also made them aware that per Section 1107.13.A.i, a legal nonconforming land use, such as a laundromat, are not permitted to be enlarged or extended on the parcel, therefore the expansion of an existing laundromat would likely not be permitted. Staff informed them that they have the right to apply through the zoning certificate application process, but staff wanted to make them aware of the situation, and that if they wanted a formal determination, a zoning certificate would be required. On January 7th, Rick Murphy of Precise Remodeling and Contracting submitted the Zoning Certificate Application for a Building/Site Modification on behalf of the property owner, Jennifer B[ake]well, and Daniel Duckworth of Splash Laundry. Here is an image of the proposed layout expansion on the left. And on the right is the existing approved layout for the karate studio. After a thorough review of the application, staff denied the application on January 30th, 2026 because a self-serve laundromat is not a permitted land use within the Brice and Main Street Zoning District. That any pre-existing laundromat, prior to the adoption of the zoning code, became a legal non-conforming land use, based on Section 1107.13.A. Legal-nonconforming land uses cannot be enlarged or expanded, which is what the applicant is proposing to do by combining separate units to serve as a single laundromat. The applicant intends to expand the laundromat into a separate unit (6591) that was not a part of the current legal non-conforming land use unit (6593), and was not previously set up or operated as a laundromat but as a martial arts studio. Staff made the determination to deny the application of the proposed expansion of the laundromat, due to Section 1107.13 not permitting the expansion

of any legal non-conforming land use. Along with staff determining that the unit in question was not manifestly arranged or designed for such a land use at the time of the adoption or amendment of the Code, since it was set up for a martial arts studio in 2022, not a laundromat. You can see the specific reasoning by staff, regarding these subsections in the PowerPoint above. And then here are photos provided by the applicant for their use. Mr. Chairman.

Mr. Furst: Thank you. I now invite the applicant to come to the podium at this time, and you may make whatever presentation you wish. I'll just ask that you state your name and address for the record before doing so, please. And if you could, please speak into the microphone.

Mr. Murphy: I am president and owner of Precise Remodeling and Contracting, and also facilities manager for CBR Group, which owns the shopping center there. Daniel's been, has had theshop, as you can see, he runs a very clean, very nice operation there. Laundromat has been in that facility since 1964. It's been a continuing business that's operated in your city of Reynoldsburg. He has never had any issues. It's always clean. That always has an attendant on it when it's clean. Daniel also has a drop and fold that happens there, so it's not only self serve. You can drop off your laundry and pick it up that night, it's all done for you. But the issue seems to be with the dryers, he needs more dryers. And we have this opportunity for him to add those dryers in the space that is vacant in our center, the address will all be under one address when it's done. So it's just like to get him so he can expand his business in your city and we have the opportunity to do so. I say it's a very professional run business from Daniel. I say, it's always been a very clean, very well taken care of. So I'd like you guys to look, take into consideration of that when, say that we can't add to his existing business in your city.

Mr. Furst: Thank you. I mean, I do admit it's a, you know, it does look very, very clean and, you know, it's an attractive laundromat. That notwithstanding, the issue is, is that, you know, unfortunately, the code restricts what we can consider. And, you know, I did hear your presentation here that, you know it's been in continuous use and that there have been no issues. And I'm glad to hear it. But the matter before us is a matter of the zoning code, and so what we are trying to determine is if staff's recommendation was incorrect.

Mr. Murphy: The zoning code was rewrote in 2020 evidently and changed it for laundromats. Uh, I'm not been able to understand why that was done. And no one has been able to tell me why suddenly in Reynoldsburg you can't expand a laundry mat. If you don't want him, I could understand not putting a new one in, but to let it continue operation, not let him expand in your city. That is a well maintained and well run business in the city of Reynoldsburg. So we're asking you, we're asking you to overlook that and let us, let him apply for the building permit and expand his business.

Mr. Furst: Yeah, even I believe in the previous zoning code, expansions of non-conforming

uses would not have been permitted. So that's not really a change. That's a very typical land use regulation.

Mr. Murphy: When we remodeled it, when he took it over and it was remodeled in 2018, was that only because it was existing there that we were allowed to expand the remodel?

Mr. Furst: It's because you weren't really expanding. It was within.

Mr. Murphy: Without expanding, we were remodeling.

Mr. Furst: Exactly. Remodeling, no problem. Expansion, that wouldn't be permitted under the code.

Mr. Murphy: Okay, is there a reason for that? I mean, I don't understand the reasoning for not wanting a business, a laundromat, to expand and I would understand if it was poorly run maybe or there was issues with that facility, but there's not here.

Mr. Furst: Yeah. So, you know, the zoning code, its intent is to regulate the land use in various districts. And it was determined by City Council that the use of a laundromat was not suitable for this particular district.

Mr. Murphy: Okay.

Mr. Furst: So, we are the, you know, the interpreters, but City Council wrote the law, so we'd have to defer you to City Council there.

Mr. Murphy: Then I guess we'll let Daniel talk.

Mr. Furst: Please and thank you.

Mr. Duckworth: I'm Daniel Duckworth...

Mr. Furst: I'm sorry, if you just please state your address for the record.

Mr. Duckworth: Daniel Duckworth, 9601 Salem Church Road, Canal Winchester, Ohio. So do you have the authority to overturn those decisions on the non-conforming use?

Mr. Furst: So we have the authority to sustain or deny your appeal.

Mr. Duckworth: So I would say, why is it a non-conforming use? When there's a karate studio, they're not under the same standards as us.

Mr. Furst: That's an allowed use in the district.

Mr. Duckworth: But why? Versus a laundromat. That's the main question here. And that's what I want to know is, I'm operating a very nice laundromat. This is one out of five of my laundromats. And this is actually the smallest one. We run a really, really good operation and very proud of it. We put a lot of money and time in these you know, a laundramt is actually an essential business, so I don't know why it's prejudiced from...

Mr. Furst: Well, it's not that it's prejudice there are other other districts in the city in which it's an allowable use. It's just not allowed in this one. If you review the zoning code.

Ms. Buathier: Mr. Chairman, laundromats actually are not permitted anywhere within the City of Reynoldsburg.

Mr. Furst: Oh, I am sorry, I am mistaken.

Mr. Duckworth: I thought it was a corridor. But that's what I thought. Anyways.

Mr. Furst: I actually assumed that they were allowable some other place. So you know, I don't know, to be honest, I couldn't speak to that.

Mr. Duckworth: Sorry, was this in 2019 that this variance was passed? 2020? Does anybody know?

Mr. Furst: You mean when was the zoning code changed?

Mr. Duckworth: Yes.

Ms. Buathier: March of 2020, City Council redid the entire zoning code and they also redid the zoning map where they went from approximately 17 zoning districts down to about 9 or 10.

Mr. Duckworth: And this is when laundromats were included?

Ms. Buathier: I have no idea, I don't have a copy of that old code. Our retention records do not require that we keep them.

Mr. Furst: The code is continuously updated.

Mr. Duckworth: Anything past 2019, I have a legally bound document that I would ask to be grandfathered in.

Mr. Furst: You are.

Mr. Duckworth: Just because my right of first refusal on that building, I planned on expanding it anyway. And actually, the entire building if I was able to.

Mr. Furst: So, private real estate arrangements are outside of the purview of this board.

Mr. Duckworth: That's fine, I'm just saying that's the argument.

Mr. Furst: That is no bearing on this matter.

Mr. Duckworth: Right. And then this is a single parcel, right? Each space there is not a single parcel. All I'm doing is putting a hole in the wall, right, and I'm just going to the next one, which collectively, they're all under the same parcel. I mean, there's two sides to the argument here, and that's where we're trying to get. And that's why I'm asking everybody to consider what I'm trying to say. The laundromat is not going anywhere. I'm always going to be there. I just want to make it nicer for the city. It's essential. There's a lot of people that go to this laundromat and I want to have the best operation possible for this city. You know, you see how nice it is. It's going to be even nicer. I got $200,000 of machines sitting there because I thought we were going to put it in there. We ran into this. So, um... I don't know. Anything we can do together, that'd be great to get this passed so I can create a nice service, a nice facility for the city. Otherwise, I mean, I'm stuck, right? Or I've got to move it somewhere else. You know, I have respect for the city. So I'm proud of it. So let's just like work together. Please? You know? Or somebody else is...

Mr. Furst: Yeah, I appreciate your situation. So the, you know, this is an allowable process here that you're going through. But I think a better remedy would be an appeal to Council so they can rewrite the law for you. Unfortunately, from my perspective, this seems like a very black and white matter.

Mr. Duckworth: I understood, why am I here then if I need to appeal to council? What am I doing? Are you an audience to my problems? You know, then I should be there, but I was told to come here.

Mr. Furst: Well, this is your first step, right? And then you can appeal to council. Council does have the power to overturn our decisions, right.

Ms. Buathier: Mr. Chairman, per the zoning code, it is section 1109, give me just one second, 1109.23 which is given to you based on staff's determination that lined out the appeal process. To appeal the planning and zoning administrator's determination, you come before the planning and zoning board as long as you appeal within 14 days. And then the next step would be if you do not agree with the board's decision, you have 30 days from that day of the board's decision to then appeal to city council. That is the process in the appeals process under 1109.23.

Mr. Duckworth: But you guys agree with me, that it'd be nice to make this facility, Mr. Benner, nice, right? An existing business that's been here for decades to make it nicer? Or do you disagree?

Mr. Benner: Nicer doesn't apply to the law.

Mr. Duckworth: I understand the law and I respect the law.

Mr. Benner: Ok.

Mr. Duckworth: I don't want you to misunderstand what I'm trying to do here, but I'm appealing to you guys. You guys want something nice in the city, so do I. So let's do, let's work together to make that happen. That's all I'm asking here. Right?

Mr. Benner: You're just working with the wrong people.

Mr. Furst: I wish we could take that into consideration, but we can't. Our hands are tied by the zoning code.

Mr. Duckworth: Ok, I mean, we'll appeal to them. All I can ask is ask for your support, and that's it. If I have everybody's support, then I guess that's all I can ask for. So, I mean, laundromats, I don't know.

Ms. Ward: I just want to say I've used your laundromat before it was yours and from your photos. It's beautiful. You've done a great job with it, but you have to go to council to see if they can overturn it.

Mr. Duckworth: I will, I will. I appreciate that Mrs. Ward.

Ms. Ward: It looks very nice.

Mr. Duckworth: Unfortunately, probably why the variance was created was the management of the previous owner, which it was not very well run at all.

Ms. Ward: You're grandfathered in and we, that's the law of the zoning code so we cannot do anything about that.

Mr. Duckworth: No, I understand. I respect that.

Ms. Ward: Check council, maybe they can...

Mr. Duckworth: And I apologize, I was mistaken, so I thought...

Mr. Furst: I was too. But you can also petition council to change the law and make it an allowable use.

Mr. Duckworth: How long would that take? So it's not like a, you know, overturn like I had thought. I have to go through a longer process?

Mr. Furst: There is an appeal, right? If you don't agree with our decision, you can appeal, as Ms. Buathier outlined, to City Council, and you can wait for their decision. But at any time, it's your right as a citizen here to, you can petition them to change the law.

Mr. Duckworth: Okay, so your vote is...

Ms. Ward: We don't have a vote.

Mr. Duckworth: Oh, you don't have a vote?

Ms. Ward: Well, I mean we can overturn it.

Mr. Duckworth: What's the vote for?

Mr. Furst: So, the vote this evening, if you'd wish us to proceed, is to grant or deny your appeal, right? So if we denied it, your next avenue then would be to appeal to City Council.

Mr. Duckworth: Okay, so I'm getting approval from here to go to the next step.

Mr. Furst: Well, if we were to deny it. If we were to approve it this evening, if we were to approve your appeal, then you'd be allowed to proceed with your plans.

Ms. Buathier: They would be overturning the Planning and Zoning Administrator's determination. Mr. City Attorney did you have something to add?

Attorney Shook: Yes, so essentially the board operates in an appellate capacity and the determination that you make today is whether the Planning and Zoning Administrator applied or misapplied the code to this specific application. If you find that the Planning Zoning Administrator properly applied the code, to this situation, you would affirm that decision. If you found that they did not, then you would reverse it. That's it. And then if you do decline the appeal, then you do have the right to appeal that to city council.

Mr. Duckworth: Mr. City Attorney, so my lease would have nothing to do with this? Even if I had a right of refusal before the variance was even passed?

Attorney Shook: It's not a, I'm not dismissing it in terms of its effect on you and the business that you choose to operate. It just can't have any effect on this board's

determination. Just as while it may have a nice appearance in the photographs that we review, that's also not a consideration that this board is allowed to have. They're only permitted to consider whether the Planning and Zoning Administrator properly applied the plain language of the code to your application.

Mr. Duckworth: Okay, so if you guys vote in favor, then we can proceed, right? So are you saying you're automatically going to deny it? Is that what we're saying?

Mr. Furst: No, no, certainly not.

Mr. Duckworth: Oh, okay.

Mr. Furst: No, so each of the members here has, you know, their own interpretation of whether or not the Planning and Zoning Administrator applied the code correctly.

Mr. Duckworth: Right.

Mr. Furst: And so if we were to vote tonight, that's what we would do then, is be voiced in their opinion. I was stating my opinion in that, you now, I believe the Planning Zoning Administrator correctly interpreted the code. It sounds like Mr. Benner agrees with me. You know, it sounds like perhaps some of the other board members agree with me, but if anyone would care to ask the applicant any questions.

Ms. Barnhart: Well, I was going to jump in and it's the question that we are to answer is if the zoning administrator interpreted our laws appropriately. So that's what we're here to answer that question. When it comes to that question, certainly with the code, the zoning code that we have in place right now, you know, I think I can probably speak for the majority here. The administrator did interpret our current zoning code appropriately.

Mr. Duckworth: With caveats because it, I mean, there is an argument. I think everybody can agree that with the parcel issue and the lease issue possibly, maybe.

Ms. Barnhart: But that's not the question we have in front of us.

Ms. Buathier: Ms. Barnhart, I just wanted to let you know, this application was turned in on give me one second. Let me get to the right page. This application was turn in on 1-7-2026. Our current code went into effect 1-15-2026. So this is based on the 2024 August version because our legal nonconforming section was updated. Because it was turned in before the new code went into effect, the old code was the one under consideration.

Ms. Barnhart: Okay.

Mr. Furst: So the code clearly outlines how we can think about these matters and what

factors are relevant.

Mr. Duckworth: Right.

Mr. Furst: You know, the factors that you have raised, unfortunately, we are not authorized to consider.

Mr. Duckworth: When you say you can't expand a laundromat, what we're doing is going through a wall, like a masonry block wall. When it says you can't expand it, in the variance, it means you can expand the building.

Mr. Furst: No.

Mr. Duckworth: Yes, but...

Mr. Furst: You cannot expand the square footage.

Ms. Buathier: There is no variance.

Mr. Benner: Yeah, this is not a variance.

Ms. Buathier: This is for a zoning certificate.

Mr. Duckworth: Sorry, non-conforming.

Mr. Furst: You cannot expand the square footage of your operation.

Mr. Duckworth: Okay. Well, I mean, it doesn't exactly say that, does it?

Mr. Brusk: Pretty much.

Mr. Furst: It does. If you read the code fully, the intent is very clear.

Mr. Duckworth: Okay, alright. Well, I've argued as much as I can, you know, so.

Ms. Barnhart: Well, another question to be asked, I think, and it's outside of our scope here. But, as far as a laundromat being an allowed use in the city. And, you know, I find it surprising that we don't have laundromats as an allowed you somewhere in the City. Well, right now, based on our zoning code, if somebody new wanted to come in and open a laundromat, there is not anywhere in the city that allows that use.

Mr. Duckworth: That is also a concern because I thought it was just in the Main and Brice corridor. Because if another laundromat would come in outside the main in Brice corridor

then that would be detrimental to my business.

Ms. Barnhart: Right. But right now, a laundromat is not an allowable use anywhere. That's a bigger question to me, because it does seem like, and you pointed out at the beginning, that that is a necessity of some sort, you know. It's, so it seems like we, there should be an allowable.

Mr. Duckworth: We were deemed essential during Covid-19, so I mean. You need to have good hygiene, right?

Ms. Barnhart: That might be an avenue to pursue, you know, to look at and pursue.

Mr. Duckworth: I understand why it's probably there, because it was so bad before, so I feel like this is, you know, I'm getting kind of punished for something I didn't have anything to do with. But I understand that why it was there because it was so bad, I mean it had drugs and alcohol, or of course alcohol, but prostitution running out of there, so.

Ms. Barnhart: Well, and I wouldn't take it as a hit to your particular business or even your location, but the city as a whole, um, I'm just thinking, I think there, we have two laundromats, um.

Mr. Duckworth: Yeah.

Ms. Barnhart: And theoretically, if both were to leave, then we couldn't have another one. And it is, I think, what one would consider. You know, you would want one, at least, you know, that's.

Mr. Duckworth: That laundromat probably serves, I would say, you know, 15-20% of the Reynoldsburg population. So, it's widely used. You know, we get a lot of people that go through there.

Mr. Furst: And I think those are arguments that, you know, you could make to city council about why it should be an allowable use.

Mr. Duckworth: Yes, I understand.

Ms. Barnhart: Because we want you to succeed as a businessman in our city.

Mr. Duckworth: Of course.

Mr. Furst: I don't want to waste any more of your time.

Mr. Duckworth: Nor mine yours.

Mr. Furst: Unless you have any other testimony you would like to give, I'd like to vote on this matter so you can have your due process.

Mr. Duckworth: Sure, thank you, Mr. Furst, I appreciate it.

Mr. Furst: This is Mr. Furst. Based on the appellant's testimony, I am not convinced that there is any issue with the Planning and Zoning Administrator's interpretation of this matter. Therefore, I move that this appeal be denied. Do I have a second?

Mr. Benner: Second.

Mr. Furst: Second by Mr. Benner. Is there any additional discussion?

Mr. Meyer: Just to note that if you're saying, if you are voting yes, then you're voting to deny the appeal just to clarify before we call the roll.

Mr. Furst: Thank you, Mr. Meyer. Staff would you please call the roll?

RESULT:	**6-0 (UNANIMOUS)**
MOVER:	Furst
SECONDER:	Benner
AYES:	Brusk, Barnhart, Ward, Conley, Benner, Furst

OTHER BUSINESS

ADJOURNMENT

_____
Planning and Zoning Administrator

_____
Chairman

Reynoldsburg
OHIO · 1839

January 30th, 2026

Precise Remodeling and Contracting, LTD
Attn: Rick Murphy
5565 Westerville Road
Westerville, OH 43231

RE: Zoning Certificate Application 2026-0010: Building/Site Modification – 6591 E. Main Street.

To whom it may concern,

The statement and plans provided with Zoning Certificate Application 2026-0010 state that the applicant intends to expand a current legal non-conforming land use of a laundromat, which is located at 6593 E. Main Street, into the neighboring unit at 6591 E. Main Street. This means that Splash Laundry would increase its footprint by occupying both units and combining it into one unit. The interior plan shows a part of an existing interior wall, currently separating the units, would be removed to combine the units together.

The legal non-conforming land use of a laundromat at the current unit addressed as 6593 E. Main Street applied for its Certificate of Occupancy in 2019 and was approved in May of 2020. The application was applied for prior to the adoption of the current Zoning Code. The permit number for the Certificate of Occupancy was 2019-00001549 and stated Dry Cleaning/Laundry as the Primary Use. The land use of laundromat at 6593 E. Main Street became legal non-conforming when the new Zoning Code was approved in March of 2020. Attached is a copy of this approved Certificate of Occupancy to this letter.

Parcel 060-001119, which has both addresses located on it, is located in the BMD, Brice and Main District. Staff has made the determination that a self-serve laundromat, which is not a permitted land use within the Brice and Main Street Zoning District (BMD). That any pre-existing laundromat, prior to the adoption of the Zoning Code, became a legal non-conforming land use, based on Section 1107.13.A., when the overhaul of the Zoning Code and Zoning Map was made in March of 2020.

6591 E. Main Street, prior to this Zoning Certificate Application (2026-0010), received a Zoning Certificate Application on 12/20/2021 for a New Business/Use for a Martial Arts Studio. The Zoning Certificate was approved on 1/5/2022. The Certificate of Occupancy, permit number 2022-00000130 was approved on 2/2/2022.This is the last Certificate of Occupancy on record for this address. The land use of Studio – Gymnastics/martial arts is a permitted land use in the Brice and Main Street District (BMD). Attached is the approved Zoning Certificate Application and Certificate of Plan Approval for Change of Occupancy to this letter.

Section 1107.13.A. of the City of Reynoldsburg's Zoning Code states "If no lawful use of a structure, or of structure and premises in combination, exists at the effective date of adoption or amendment of this Code that would not be allowed in the district under the terms of this Code, the lawful use may be continued so long as it remains otherwise lawful, subject to the following

provisions:"

i. "No existing structure devoted to a use not permitted by this Code in the zone or district in which it is located shall be enlarged, extended, constructed, reconstructed, moved or structurally altered, except in changing the use of the structure to a use permitted in the zone or district in which it is located."
   a. The applicant's request is to change the existing unit, 6591 E. Main Street, from a prior permitted land use of Studio – Gymnastics/martial arts, which is allowed in the current zoning code, to the land use of a laundromat that is not a permitted land use in the BMD zoning. This section would not apply, due to the previous land use of Studio -Gymnastics/martial arts being a permitted land use.

ii. "Any nonconforming use may be extended throughout any of the parts of a building which were manifestly arranged or designed for such use at the time of adoption or amendment of this Code, but no use shall be extended to occupy any land outside such building."
   a. The existing unit, 6591 E. Main Street, is its own unit within a building that has multiple units accessed by their own front door from the outside. To access the unit located at 6591 E. Main Street, you need to walk from outside through their front door into the unit. These two units within the building do not have access between each other without walking outside and then through their front door. Based on the previously approved Certificate of Occupancy for a Martial Arts Studio, the space was not designed for a laundromat at the time the Certificate of Occupancy was issued in 2022. Therefore, the provision would not apply, and the laundromat would not be permitted to expand into an existing separate standalone unit, that was not previously arranged and designed for a laundromat.

Legal-nonconforming land uses cannot be enlarged or expanded, which is what the applicant is proposing to do by combining separate units to serve as a single laundromat. Since the land use of a laundromat is intended to be expanded into a separate unit (6591) that was not a part of the current legal non-conforming land use unit (6593), and was not previously set up or operated as a laundromat but as a martial arts studio, the application has been determined by staff to be expanding a legal non-conforming land use which is not permitted per Section 1107.03. Therefore, based on the information and reasons stated above, your Zoning Certificate Application 2026-0010 – Building/Site Modification is denied.

Please know that Section 1109.23 allows an appeal within 14 days after the day of the decision, notice or order served by the Planning and Zoning Administrator, to appeal the decision to the Planning and Zoning Board in writing.

Section 1109.23 – Appeals states:

A. Any person directly affected by the decision of the Planning and Zoning Administrator or a notice or order issued under this Zoning Code shall have the right to appeal to the PZB, provided that a written application for appeal is filed within fourteen (14) days after the day the decision, notice or order was served. An application for appeal shall be based on a claim that the true intent of this code or the rules legally adopted thereunder have been incorrectly interpreted or the provisions of

this code do not fully apply.

B. Unless otherwise provided in this Code, an applicant refused such approval, exception, certificate or variance shall appeal in writing to Council within thirty (30) days of the date of refusal by the PZB The Council shall set a date for a hearing on the appeal and render a decision on the appeal within thirty (30) days of the receipt of such written request. A resolution stating the decision of Council shall be introduced and passed at the next regular meeting following the hearing.

The Zoning Code can be found on the City of Reynoldsburg Website: Reynoldsburg.gov.

If you have any questions, please feel free to email.

Sincerely,

Phoenikx Buathier
Planning and Zoning Administrator
City of Reynoldsburg
7232 E. Main Street
Reynoldsburg, OH 43068
Phone: 614-322-6829 | Fax: 614-322-6833
pbuathier@reynoldsburg.gov | Reynoldsburg.gov

Daniel Duckworth
Duckworth Enterprises LLC dba Splash Laundry
175 S. Third Street Suite 200 PMB 1027
Columbus, OH 43215

RECEIVED
FEB - 5 2026
REYNOLDSBURG BUILDING DEPT

February 5, 2026

City of Reynoldsburg Planning and Zoning Board
7232 E. Main Street
Reynoldsburg, OH 43068

RE: Notice of Appeal – Denial of Zoning Certificate Application 2026-0010 (6591 E. Main Street)

To the Planning and Zoning Board,

Pursuant to Section 1109.23 of the City of Reynoldsburg Zoning Code, I am formally filing this appeal regarding the denial of Zoning Certificate Application 2026-0010, issued on January 30, 2026. This appeal is based on the claim that the true intent of the code has been incorrectly interpreted and that the provisions of Section 1107.13.A do not fully apply to the unique circumstances of this property.

Grounds for Appeal

1. Pre-existing Legal Interest and Unified Parcel Control The denial letter treats 6591 and 6593 E. Main Street as separate standalone units. However, both addresses are located on a single parcel, ID 060-001119-00. Our original Lease Agreement, dated December 4, 2019, grants the Tenant a Right of First Refusal to purchase the land. This legal interest and the intent for unified operation were established prior to the adoption of the current Zoning Code in March 2020.

2. Interior Reconfiguration vs. Land Extension The city cites Section 1107.13.A.ii, which states a nonconforming use shall not be "extended to occupy any land outside such building." Our proposal does not occupy land outside the existing structure; it involves an interior modification to an existing masonry wall to unify two contiguous suites within the same building. We contend that this is a reconfiguration of the interior of a structure where the laundromat use was already a legal, established presence prior to the zoning change.

Conclusion Based on the single-parcel status, the pre-2020 leasehold interests, and the fact that no new land is being occupied, we request that the Board overturn the denial and approve the interior reconfiguration of 6591 and 6593 E. Main Street. This modification will allow our family-owned business to modernize its interior environment and layout within the existing building footprint to better serve the Reynoldsburg community.

Respectfully submitted,

Daniel Duckworth
President, Duckworth Enterprises LLC dba Splash Laundry


SPLASH LAUNDRY

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GET MORE
SOAP
CENTER


SPEND MORE
GET MORE
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PROGRAM
CALL NOW

EXIT
48
DEXTER
STACK DRYER
49
DEXTER
STACK DRYER

19
18
17
16
15
DEXTER
CHANG

SPEND MORE
GET MORE
SOAP
CENTER

ARTICLE XIX- RIGHT OF FIRST REFUSAL

19.01 Right of First Refusal. The parties agree on the following regarding the Tenant's right of first refusal in the event that Landlord decides to sell the Land during the term of this Lease:

19.2 Terms of Right. If Landlord determines during the term of this Lease to sell the Land and receives an offer from a third party for the purchase of the Land acceptable to Landlord, it shall notify Tenant in writing ("Landlord's Sale Notice") of the purchase price and terms of sale offered by the third party. Tenant, within thirty (30) days after receipt of Landlord's Sale Notice may elect in writing to purchase Landlord's interest in the Land at the price and on the precise terms stated in Landlord's Sale Notice, in which event Landlord shall sell and convey Landlord's interest in the Land to Tenant on the terms and at the purchase price set forth in the Landlord's Sale Notice. In the event Tenant fails to exercise this right of first refusal, to acquire Landlord's interest in the Land, Landlord shall have the sole and exclusive right to sell and convey the Land to the third-party offeror at the price and on the terms stated in the Landlord's Sale Notice. If Landlord does not sell and convey its interest in the Land within one hundred twenty (120) days after the time for closing set forth in the third party offer, any later sale by Landlord shall be deemed a new determination by Landlord to sell and convey its interest in the Land and these procedures should be repeated.

Reynoldsburg

Building/Zoning Department
7232 East Main Street
Reynoldsburg, Ohio

RECEIVED
JAN - 5 2025
REYNOLDSBURG BUILDING DEPT.

* All submissions must include a physical and digital copy. The digital portion of the application can be submitted to the Building Department at: permit@reynoldsburg.gov

* Please know that an application will not be processed until payment has been received.

App./Case#: 2026-0010
Date Submitted: 1/7/26
Fee Amount: $150.00

ZONING CERTIFICATE APPLICATION

☒ Paid: Ck 9565

Property Address:	Parcel ID#(s):
6591 E. Main St. Reynoldsburg	060-001119-00

II. PROPERTY OWNER OF RECORD

Property Owner Name(s):	
CBR Group LLC.	
Contact Email:	Contact Phone Number:
Jennifer.Bakewell@CBR4.COM	740-485-0108

III. BUSINESS/TENANT INFORMATION(IF APPLICABLE)

Business Name:	Contact Name:
Splash Laundry	Daniel Duckworth
Contact Email:	Contact Phone Number:
DDuckworth386@Gmail.com	614-633-7769

IV. APPLICANT APPLICATION

Applicant Name:	Applicant Address:
Precise Remodeling and Contracting LTD	5565 B Westerville Rd Westerville OH
Applicant Phone Number:	Applicant Email:
614-207-4433	Rick.Murphy@MyYahoo.com

☐ Property Owner ☐ Business Owner/Tenant ☑ Contractor ☐ Architect/Engineer ☐ Owner's Consent Attached.

RESIDENTIAL ($100 each)		NON-RESIDENTIAL ($150 each)	Project Information (If Applicable)
CHECK IF APPLICABLE:	☐ Swimming Pool	CHECK IF APPLICABLE:	Total Square Footage: 1200
☐ New Building (+$50)	☐ Patio	☐ New Business/Use	
☐ Building Modification	☐ Deck	☐ Accessory Structure	Est. Cost of Construction: 300K
☐ Home Occupation	☐ Driveway Modification*	☐ New Building	
☐ Accessory Structure		☐ Building/Site Modification	Est. Additional Employees:
☐ Shed	☐ Fences ($50) - All Districts	☐ Zoning Verification Letter ($50)	

Description of Project/Use: Combine Space with Splash Laundry and add washers and dryers.

Applicant Signature: _____ Date: _____

*By signing this application, I certify that I am the owner of the property or the owner's agent, and that the work is authorized with the full knowledge of the owner. *

****OFFICE USE ONLY****

Additional Notes:

Zoning Information	Additional Approval Required	Additional Requirements
Zoning District: BMO	☐ Planning and Zoning Board	☒ Building Permit
☐ Olde Reynoldsburg District		☐ PGU
		☐ Variance
		☐ Conditional Use Permit
		☐ Certificate of Appropriateness

P&Z Administrator: _____ Date: _____

Floodplain Administrator: N/A Date: _____

Section 1109.09
ZONING CERTIFICATE REQUIREMENTS

No use of land, building or structure and no construction or alteration of an existing use, building or structure shall commence until a zoning certificate is issued by the Planning & Zoning Administrator certifying that the intended use of the premises has been documented, reviewed, and approved in conformance with the provisions of this Zoning Code. A zoning certificate shall only be issued by the Planning & Zoning Administrator subsequent to completion of all procedures and approvals required by this Code. No zoning certificate shall be issued to permit any use or construction contrary to the provisions of this Zoning Code, unless in compliance with a duly approved variance. Unless exempted by this Code, a zoning certificate shall be required before:

1. Locating, erecting, constructing, reconstructing, altering or moving any building/structure, including an accessory structure such as a sign or fence;

2. Occupying or using land or a building or changing the use of land or of a building in whole or in part for a different use;

3. Changing a nonconforming use to a different use of extending or expanding a nonconforming use or structure.

4. Where a non-conforming use has been discontinued, meaning that the structure containing the use has remained vacant, unoccupied, unused or has ceased the daily activities or operations which had occurred, for a period of 3 or more continuous months, the non-conforming use shall be permanently terminated. Please refer to Section 1107 for additional information on Non-Conformities.

ADDITIONAL MATERIALS CHECKLIST This application shall be accompanied by two (2) copies of plans to scale showing:	
1. The dimensions and shape of the lot to be built upon;	☐
2. The sizes and locations of existing structures and uses on the lot	☐
3. The size, dimensions and locations of proposed structures, including distances to all lot lines	☐
4. The heights of existing and proposed structures	☐
5. **For new businesses/uses and home occupations**: A letter detailing the proposed use hours of operation and number of projected staff members • Provide floor plan depicting percentage of sale item types (food, produce, clothing, merchandise, etc.)	☐
6. A digital submission of all applications and plans are required. Submit a digital copy on a flash drive or email copies to both permit@reynoldsburg.gov AND developmentdepartment@reynoldsburg.gov	☐

***Modifications to Driveway Standards as of June 2023:**

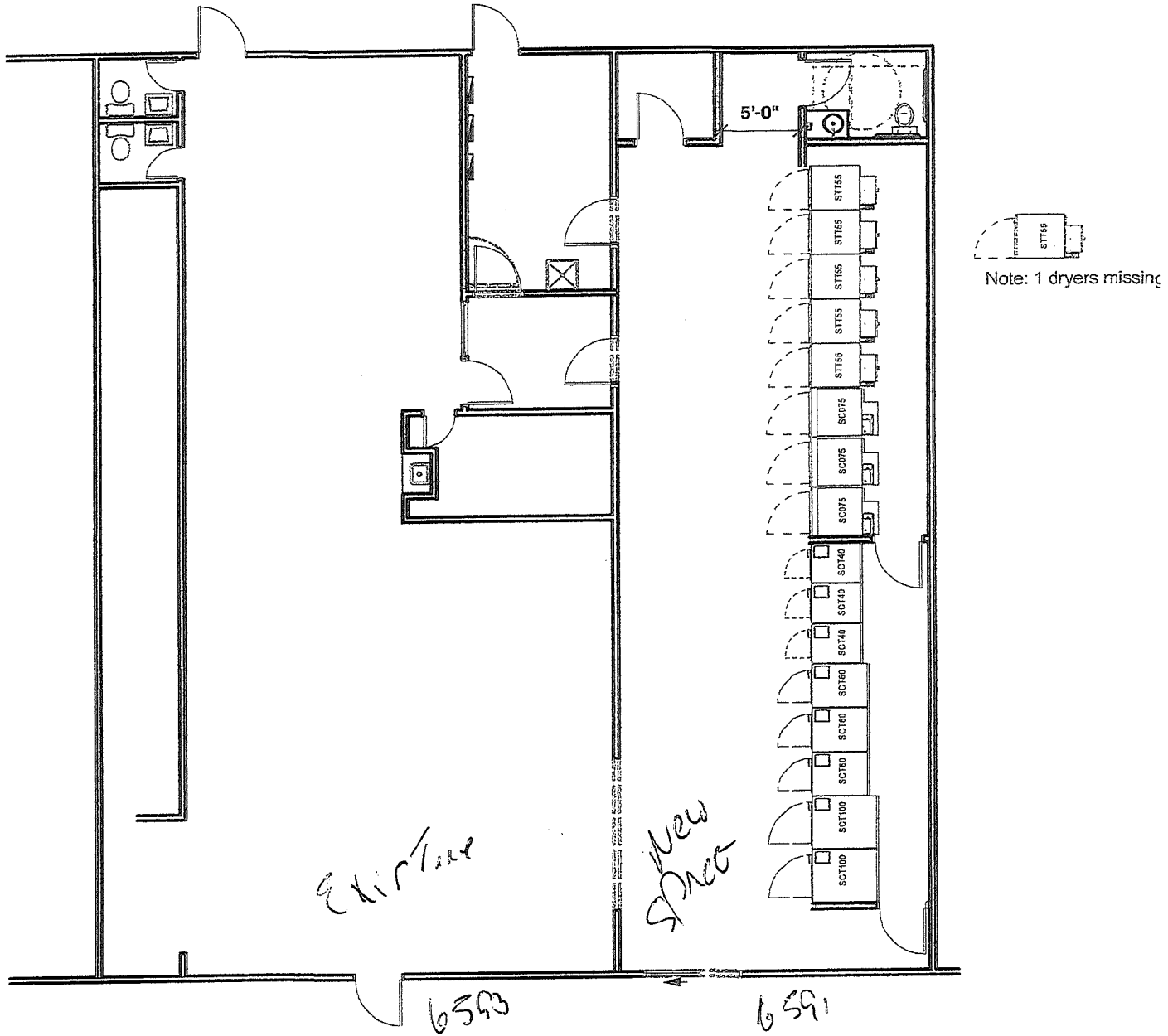
i. Driveways shall be located at least 3 feet away from the property line unless the driveway is extended into the nearest front private or public right of way

Section 1109.17

RESIDENTIAL SITE PLAN REQUIREMENTS

A residential site plan shall be required for a single-family dwelling, two-family dwellings, and multifamily dwelling units.

ADDITIONAL MATERIALS CHECKLIST This application shall be accompanied by two (2) copies of plans to scale showing:	
1. Surveyed dimensions and orientations of all lot lines, total area of the lot; seal and signature of the professional surveyor or engineer who prepared the drawing.	☐
2. Identification of the subdivision, lot number, tax parcel number and address	☐
3. Dimensions indicating compliance with all setbacks.	☐
4. Locations of all streets, easements and existing proposed structures	☐
5. Finished floor elevations for first floor, garage floor, basement; area of all floors	☐
6. The location of proposed building and structures.	☐
7. The location of existing water bodies, streams, drainage ditches, stands of trees and other pertinent features within one hundred fifty (150') feet of development.	☐
8. Setbacks and building separations shall be noted in accordance with zoning requirements.	☐
9. A landscape concept plan, including approximate location of all new landscape material and plantings, that addresses the applicable district requirements.	☐
10. Such other information as the Planning & Zoning Administrator may require so as to carry out the full intent of the Zoning Code.	☐
11. A digital submission of all applications and plans are required. Submit a digital copy on a flash drive or email copies to both permits@reynoldsburg.gov AND developmentdepartment@reynoldsburg.gov	☐



Note: 1 dryers missing

1 **Proposed 1**
Scale: N/A

BASS STUDIO ARCHITECTS

Splash 2

Scheme 1 Bathrooms

18/11/25

SD-3

36 King Avenue Columbus, Ohio 43201 telephone: 614.294.4893 www.bassstudioarchitects.com

PAYMENT DATE
01/07/2026

COLLECTION STATION
Building Counter Computer

RECEIVED FROM
PRECISE REMODELING
AND CONTRACTING

DESCRIPTION

City of Reynoldsburg
7232 E. Main Street
REYNOLDSBURG, OH 43068

BATCH NO.
2026-01000028

RECEIPT NO.
2026-00000874

CASHIER
Lisa Figueroa

PAYMENT CODE	RECEIPT DESCRIPTION	TRANSACTION AMOUNT
PERMIT PAYMENT	PERMIT PAYMENT Permit Type and Number NON-RESIDENTIAL ZONING CERT - 2026-00000010	$150.00

Payments:

Type	Detail	Amount
Check	9565	$150.00

Total Cash	**$0.00**
Total Check	**$150.00**
Total Charge	**$0.00**
Total Wire	**$0.00**
Total Other	**$0.00**
Total Remitted	**$150.00**
Change	**$0.00**
Total Received	**$150.00**

SITE COPY

Total Amount: **$150.00**

Customer Copy

Adam Wheeler

From: Rick Murphy <rick.murphy@myyahoo.com>
Sent: Tuesday, January 6, 2026 1:49 PM
To: Adam Wheeler; Jennifer.Bakewell@CBR4.com; DDuckworth386@gmail.com
Cc: Phoenikx Buathier
Subject: Re: Zoning Certificate Application - 6591 E. Main Street

[NOTICE: This email originated outside of the City of Reynoldsburg.]

Would you please check the box under non-residential building site modification or me thank you

---

From: Adam Wheeler <AWheeler@reynoldsburg.gov>
Sent: Tuesday, January 6, 2026 9:52 AM
To: Jennifer.Bakewell@CBR4.com <Jennifer.Bakewell@CBR4.com>; DDuckworth386@gmail.com <DDuckworth386@gmail.com>; Rick.Murphy@myyahoo.com <Rick.Murphy@myyahoo.com>
Cc: Phoenikx Buathier <pbuathier@reynoldsburg.gov>
Subject: Zoning Certificate Application - 6591 E. Main Street

To Whom it may concern,

The attached Zoning Certificate application for 6591 E. Main Street was submitted yesterday, January 5, 2026. No box was checked on the form to identify the project type for this application. We cannot process the application without this information.

Please submit a new application form, or reply to this email to indicate the project type for this application.

Sincerely,

Adam Wheeler
Zoning Assistant
–
City of Reynoldsburg
7232 East Main Street | Reynoldsburg, OH 43068
T 614-322-6851 | F 614-322-6830

www.reynoldsburg.gov

Phoenikx Buathier

From: Rick Murphy <rick.murphy@myyahoo.com>
Sent: Wednesday, January 21, 2026 2:06 PM
To: Emma Cepek
Cc: Phoenikx Buathier
Subject: Re: 6591 E. Main Street - New Business/Use - 2026-0010

Follow Up Flag: Follow up
Flag Status: Flagged

[NOTICE: This email originated outside of the City of Reynoldsburg.]

QUESTION #1 Yes, customers can come in and do their own laundry or they can drop off their laundry to be done by the attendant that is there from open to close.

Question # 2 Yes that is correct. The new space is needed for dryers to eliminate the wait time for clients and the attendant. The current amount of dryer is insufficient because of the time difference between washing and drying clothes. An opening between the two spaces will allow access to both sides and bring the amount of dryers to an acceptable number.

Question # 3 The square footage of the existing space at 6593 E Main is 2400 Square feet. The square footage of 6591 is 1200 square feet. The new space is needed to add dryers to the entire facility.

From: Emma Cepek <ecepek@reynoldsburg.gov>
Sent: Wednesday, January 21, 2026 9:44 AM
To: Rick Murphy <rick.murphy@myyahoo.com>
Cc: Phoenikx Buathier <pbuathier@reynoldsburg.gov>
Subject: 6591 E. Main Street - New Business/Use - 2026-0010

Mr. Murphy,

Staff has a few questions regarding your new business/use application.

1. Can you please confirm that the existing unit where Splash Laundry is currently in operation at 6593 E. Main Street is a self-serve laundromat. This means customers come in and do their own laundry within the facility. Please confirm.
2. Based on the interior layout provided in the application, you are intending to expand the laundromat self-serve, where customers do their own laundry into the new unit located at 6591 E. Main Street, by taking down part of an interior wall? Please confirm.
3. Please provide the square footage of the existing Splash Laundry facility at 6593 E. Main Street.

Please respond as soon as possible so we can continue our review and make a determination on the application.

Sincerely,

Emma Cepek, MPA
PLANNER I
—
City of Reynoldsburg
7232 East Main Street | Reynoldsburg, OH 43068
Direct 614-322-6800. ext. 6720 **Zoning Line** 614-322-6850
E ecepek@reynoldsburg.gov

www.reynoldsburg.gov

Emma Cepek

From: Rick Murphy <rick.murphy@myyahoo.com>
Sent: Thursday, January 22, 2026 8:02 AM
To: Emma Cepek
Cc: Phoenikx Buathier
Subject: Re: 6591 E. Main Street - New Business/Use - 2026-0010

[NOTICE: This email originated outside of the City of Reynoldsburg.]

One other thing about this business it has been operating in your city since 1964 , it is a very clean professionally run business.

From: Emma Cepek <ecepek@reynoldsburg.gov>
Sent: Wednesday, January 21, 2026 9:44 AM
To: Rick Murphy <rick.murphy@myyahoo.com>
Cc: Phoenikx Buathier <pbuathier@reynoldsburg.gov>
Subject: 6591 E. Main Street - New Business/Use - 2026-0010

Mr. Murphy,

Staff has a few questions regarding your new business/use application.

1. Can you please confirm that the existing unit where Splash Laundry is currently in operation at 6593 E. Main Street is a self-serve laundromat. This means customers come in and do their own laundry within the facility. Please confirm.
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3. Please provide the square footage of the existing Splash Laundry facility at 6593 E. Main Street.

Please respond as soon as possible so we can continue our review and make a determination on the application.

Sincerely,

Emma Cepek, MPA
PLANNER I
—
City of Reynoldsburg
7232 East Main Street | Reynoldsburg, OH 43068
Direct 614-322-6800. ext. 6720 **Zoning Line** 614-322-6850
E ecepek@reynoldsburg.gov

www.reynoldsburg.gov

CITY OF REYNOLDSBURG

BUILDING DIVISION

7232 EAST MAIN STREET • REYNOLDSBURG, OH 43068

COMMERCIAL CERTIFICATE OF OCCUPANCY

THIS CERTIFICATE REPRESENTS AN APPROVAL THAT IS VALID ONLY WHEN THE BUILDING AND ITS FACILITIES ARE USED AS STATED AND IS CONDITIONAL UPON ALL BUILDING SYSTEMS BEING MAINTAINED AND TESTED IN ACCORDANCE WITH THE APPLICABLE EQUIPMENT OR SYSTEM SCHEDULES. THIS CERTIFIES CONFORMANCE WITH CHAPTERS 3781 AND 3791 OF THE REVISED CODE AND THE APPLICABLE PROVISIONS OF THE RULES OF THE OHIO BOARD OF BUILDING STANDARDS. THIS CERTIFICATE IS PURSUANT TO THE 2017 OHIO BUILDING CODE.

COMMERCIAL ALTERATION

#2019-00001549

PROPERTY INFORMATION

SITE ADDRESS: 6593 MAIN ST.E

PARCEL NUMBER: 060-001119-00

OCCUPANT LOAD: 20

CONSTRUCTION TYPE: IIB

USE GROUPS

PRIMARY: B - DRY CLEANING/LAUNDRY

USE GROUP(S) DESCRIPTION: BUSINESS GROUP B OCCUPANCY INCLUDES, AMONG OTHERS, THE USE OF A BUILDING OR STRUCTURE, OR A PORTION THEREOF, FOR OFFICE, PROFESSIONAL, OR SERVICE-TYPE TRANSACTIONS, INCLUDING STORAGE OF RECORDS AND ACCOUNTS.

FIRE PROTECTION SYSTEM

FIRE SPRINKLER REQUIRED: N/A

SPRINKLER SYSTEM DEMAND: N/A

STANDPIPE SYSTEM DEMAND: N/A

HAZARD CLASSIFICATION: N/A

CONDITIONS OF APPROVAL

- ADD RTU MECHANICAL UNIT, DUCTING AND UPGRADE ELECTRIC SERVICE.

BUILDING OFFICIAL

5/13/20

DATE

THIS CERTIFICATE MUST BE POSTED IN A CONSPICUOUS LOCATION

Non-profit organization (5)

CITY OF REYNOLDSBURG
Department of Development
Planning & Zoning Division
7232 East Main Street
Reynoldsburg, Ohio

Received
DEC 21 2021
Reynoldsburg Building Division

App./Cert.#: 2021-5579
Date Submitted: 12-20-21
Fee Amount: 80.00
☑ Paid: Visa

Section 1143.02

ZONING CERTIFICATE APPLICATION

I. PROPERTY INFORMATION

Property Address: 6591 East main street, Reynoldsburg, Ohio
Parcel ID#(s): 060-001119-00

II. PROPERTY OWNER OF RECORD

Property Owner Name(s): CBR Group LLC
Contact Email: Jennifer.Bakewell@jeg3.com
Contact Phone Number: 614-207-4433

III. BUSINESS/TENANT INFORMATION (IF APPLICABLE)

Business Name: Transamerican association of Shito-Ryu karate/kick-boxing
Contact Name:
Contact Phone Number: 704-805-0121
Contact Email:

IV. APPLICANT INFORMATION

Applicant Name: Yadu kuikel
Applicant Address: 2184 Bellfree dr Reynoldsburg, oh 43068
Applicant Phone Number: 704-805-0121
Applicant Email: Yadukuikel20@Gmail.com

☐ Property Owner ☑ Business Owner/Tenant ☐ Contractor ☐ Architect/Engineer

RESIDENTIAL ($50)

CHECK IF APPLICABLE:

- ☐ New Building (+$50)
- ☐ Swimming Pool
- ☐ Building Modification
- ☐ Patio
- ☐ Home Occupation ($75)
- ☐ Deck
- ☐ Accessory Structure
- ☐ Driveway Modification
- ☐ Shed
- ☐ FENCE ($35) (All Dists.)

NON-RESIDENTIAL ($80)

CHECK IF APPLICABLE:

- ☑ New Business/Use
- ☐ Accessory Structure
- ☐ New Building
- ☐ Building/Site Modification
- ☐ MIN. SITE PLAN (+$250)

Project Information (If Applicable)

Total Square Footage: ~~1150~~ 1150 square Ft
Est. Cost of Construction:
Est. Additional Employees: opendra kuikel/pritika Sharma

Description of Use/Project: To ~~Plan~~ run karate and kickboxing for physical exercise which will help people to build their healthy life ahead.

Applicant Signature: [signature] Date: 12-20-21

By signing this application, I certify that I am the owner of the property or the owner's agent, and that the work is authorized with the full knowledge of the owner.

****OFFICE USE ONLY****

Additional Notes:
City of Reynoldsburg, Ohio
Division of Planning & Zoning
Date: 1/5/2022
Planning & Zoning Administrator
APPROVED

Zoning Information
Zoning District:
☐ Historic District
☐ CC Overlay

Add'l Approvals Req'd
☐ PC
☐ BZBA

Additional Requirements
☐ CoA ☐ Variance
☐ Special Exception Use Permit
☐ PGU ☐ Building Permit

P&Z Admin.: AV Date: 1/5/22
Floodplain Admin.: Date:

* Must apply for sign when ready

Hours of operation monday to sunday 9am to 9:30 pm

Reynoldsburg
OHIO • 1839

WILLIAM DORMAN
SERVICE DIRECTOR

JOE BEGENY
MAYOR

YEONG T. JIANG
BUILDING OFFICIAL

CERTIFICATE OF PLAN APPROVAL

February 2, 2022

Permit Application No.: **2022-00000130**

Job Address: **6591 East Main Street, Reynoldsburg, Ohio 43068**

Owner: **CBR Group, LLC**
Contractor: **CBR Group, LLC**
Description: **Change of occupancy from a mercantile space to a new martial arts studio.**

Previous Use Group:	M	Fire Suppression System:	N/A
Proposed Use Group:	B	Fire Suppression System Location:	N/A
Construction Type:	IIB	NFPA Hazard Classification:	N/A
Occupant Load	12	Storage / Aisle Widths:	N/A
S.F. of Occupied Space:	1,198	Sprinkler Demand at BOR:	N/A
Flood Plain:	N/A	Standpipe Demand at BOR:	N/A
Open Area:		Valuation:	

Stipulations, Variances, Special Occupancy Provisions:

The documents have been reviewed for conformance to the requirements of the *2017 Ohio Building Code (OBC)*. A plan approval with the following conditions has been issued per Section 105.1.2 OBC.

1. The documents are sealed by architect James Dorenbusch, registration No. 9109791.
2. A set of documents shall be kept at the site of the work and shall be available for reference by the Building Official per OBC §107.7.
3. The altered areas of work shall not be occupied until the building official has issued the certificate of occupancy per OBC §111.1.2.

City of Reynoldsburg, Building Department

Yeong T. Jiang PE, CBO
Chief Building Official

Received

FEB 01 2022

Reynoldsburg Building Division

9109791
JAMES DORONUSC
EXP. 12.31.22

KUIKEL KARATE STUDIO

6591 E. MAIN ST. REYNOLDSBURG, OH 43068

CITY OF REYNOLDSBURG
REVIEWED FOR CODE COMPLIANCE
Building Official: Yi JIANG
Plans Examiner
Date 2/2/2022
20220000130

PROJECT INFORMATION

PROPOSED USE	TENANT SPACE CHANGE OF USE TO BUSINESS USE GROUP (B) (FORMERLY MERCHANTILE USE)
CURRENT CODES	
BUILDING CODE	2017 OHIO BUILDING CODE OBC
PLUMBING CODE	2017 OHIO PLUMBING CODE OBC
MECHANICAL CODE	2017 OHIO MECHANICAL CODE OBC
ELECTRICAL CODE	2017 OHIO ELECTRICAL CODE OBC
ENERGY CODE	2012 INTERNATIONAL ENERGY CONSERVATION CODE
FIRE / LIFE SAFETY CODE	2016 NATIONAL FIRE ALARM CODE
ACCESSIBILTY CODE	2010 ADAAG + 2009 ICCA 117.1
CODE COMPLIANCE SUMMARY	
OCCUPANCY GROUP:	B BUSINESS USE (SMALL ASSEMBLY SPACE O.B.C. 303.1.1)
CONSTRUCTION TYPE:	II-B (NON-SPRINKLERED)
BUILDING HEIGHT:	SINGLE STORY
TOTAL BUILDING AREA:	9,760 S.F.
TENANT SUITE AREA:	1,198 S.F.
PARKING SUMMARY	
SITE AND PARKING	EXISTING PARKING TO REMAIN UNCHANGED

DESCRIPTIVE SUMMARY OF WORK

PROJECT IS A CHANGE OF USE FOR AN EXISTING TENANT SUITE. NEW TENANT WILL BE A KARATE STUDIO SO NO CONSTRUCTION RENOVATION IS REQUIRED. ALL CEILINGS AND PARTITIONS TO REMAIN. OWNER WILL USE INTERLOCKING PADDED ATHLETIC FLOORING OVER EXISTING FLOORING AT KARATE EXERCISE LOCATIONS.

PLUMBING FACILITY ANALYSIS

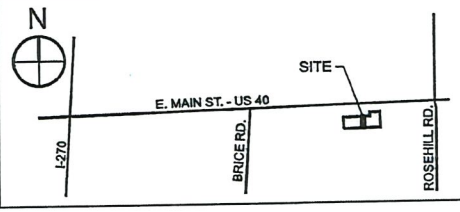
OCCUPANT LOAD PER BUSINESS USE IS 12.

SERVICE SINK NOT REQUIRED IN BUSINESS OCCUPANCY WITH OCCUPANT LOAD LESS THAN 15.

SEPARATE FACILITIES ARE NOT REQUIRED IN BUSINESS OCCUPANCY WITH 25 OR FEWER OCCUPANTS.

SEPARATE FACILITIES PROVIDED. (EXISTING)

VICINITY MAP



SHEET INDEX

T100	TITLE SHEET, PROJECT INFORMATION, AND GENERAL NOTES
A100	FLOOR PLAN & POWER PLAN
A200	REFLECTED CEILING & LIGHTING PLAN

HVAC & ELECTRICAL SYSTEMS

EXISTING 200 AMP ELECTRICAL PANEL AND ALL CIRCUITS TO REMAIN AS CURRENTLY EXISTING. NEW TENANT HAS MINIMAL ELECTRICAL USAGE REQUIREMENTS AND EXISTING CIRCUITS ARE MOE THAN ADEQUATE.

EXISTING HVAC SYSTEM IS A 80,000 BTU GAS SPLIT SYSTEM. SYSTEM IS ADEQUATE FOR NEW OCCUPANCY.

ACCESSIBILITY

THE SUITE ENTRY IS ACCESSIBLE. THE EXISTING RESTROOMS DO NOT MEET CURRENT ACCESSIBILITY GUIDELINES. PER O.B.C. SECTION 3411.7.1 PARAGRAPH 1.2, WORK TO MAKE THE RESTROOMS COMPLIANT WOULD QUALIFY AS DISPROPORTIONATE COST.

JUNCTION ARCHITECTURE & DESIGN, LLC
8039 YORK ROAD, PATASKALA, OH 43062
PHONE: 740.997.7000

CLIENT
Mr. Yadu Kuikel
2184 Bellfree Dr.
Reynoldsburg, OH 43068
Tel: (704) 805-0121

CONSULTANT

PROJECT LOCATION: KUIKEL KARATE STUDIO
6591 E. MAIN ST.
REYNOLDSBURG, OH 43068

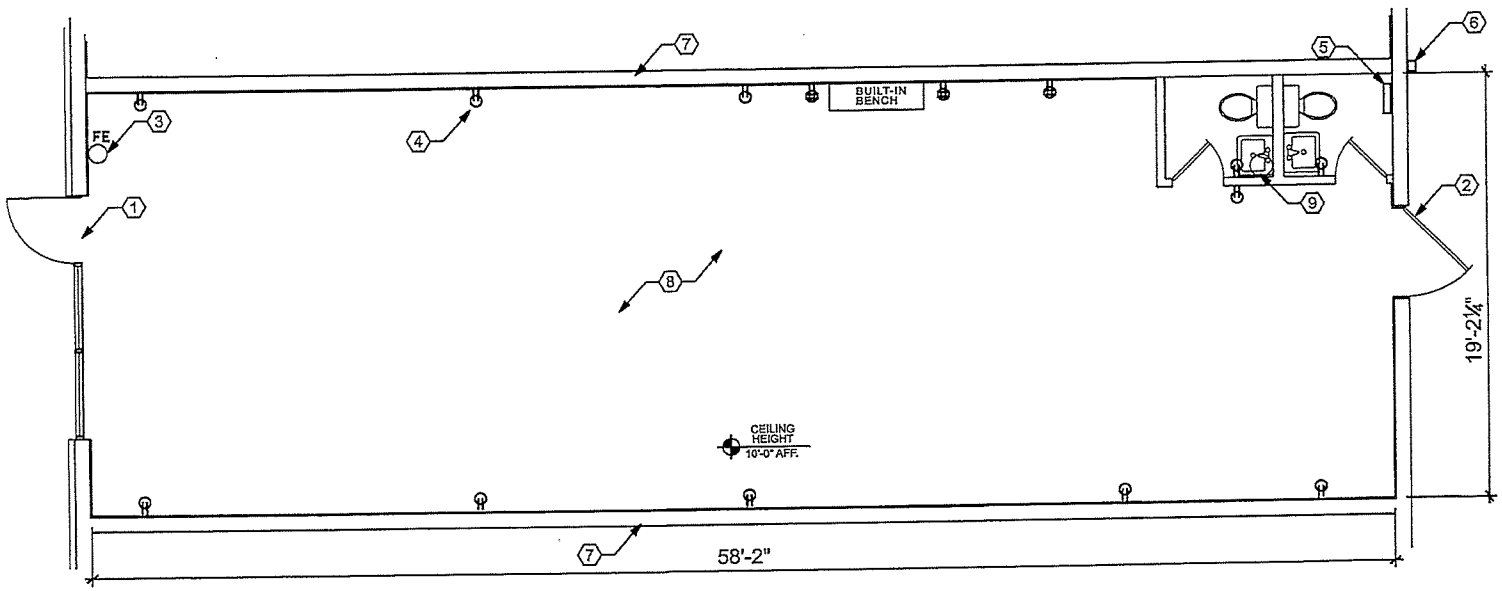
SHEET TITLE

STAMP

REVISIONS
12.09.21

DATE
02.01.2022
PROJECT NUMBER
2022-002

SHEET NUMBER
T100



1 FLOOR PLAN & POWER PLAN

SCALE: 1/8 "=1'-0"

CODED NOTES

1. 36" DOOR WITH PUSH BAR AND DEAD BOLT WITH PUSH-PLATE RELEASE
2. 48" DOOR WITH PANIC HARDWARE
3. TYPE A-B-C FIRE EXTINGUISHER
4. EXISTING 110V RECEPTACLE (TYPICAL)
5. 200 AMP ELECTRICAL PANEL
6. ELECTRICAL METER & SERVICE ENTRANCE
7. 8" C.M.U. DEMISING WALL (WITH HAT CHANNEL AND GYPSUM BOARD IN PRIMARY SPACE.)
8. EXISTING VINYL FLOORING TO REMAIN
9. 5 GAL. HOT WATER HEATER

JUNCTION ARCHITECTURE & DESIGN, LLC
8033 YORK ROAD, PATASKALA, OH 43062
PHONE: 740.967.7000

CLIENT

Mr. Yadu Kulkel
2184 Beltrae Dr.
Reynoldsburg, OH 43068
Tel: (704) 805-0121

CONSULTANT

KUIKEL KARATE STUDIO
6591 E. MAIN ST.
REYNOLDSBURG, OH 43068

PROJECT LOCATION

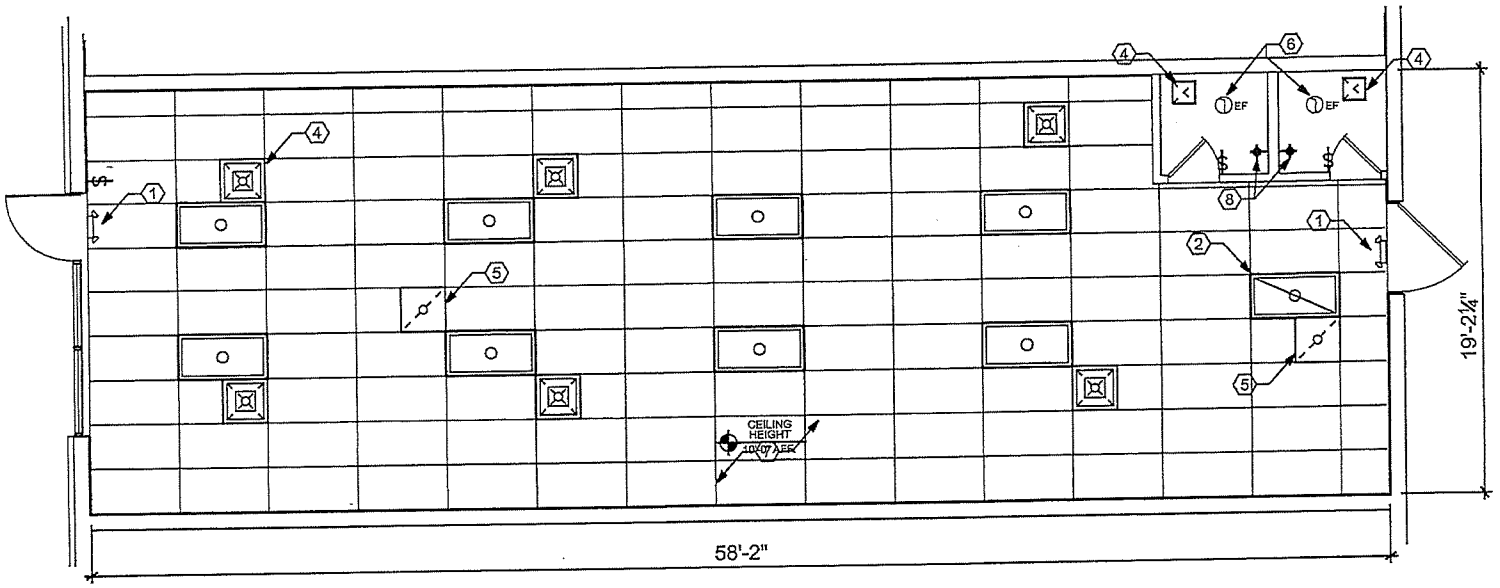
SHEET TITLE

STAMP

REVISIONS
12.06.21

DATE
02.01.2022
PROJECT NUMBER
2022-002

SHEET NUMBER



1 REFLECTED CEILING & LIGHTING PLAN

SCALE: 1/8 "=1'-0"

CODED NOTES

1. LIGHTED EXIT SIGN WITH EMERGENCY LIGHTING
2. 24-HOUR SECURITY LIGHT
3. L.E.D. PANEL LIGHT FIXTURE (TYPICAL)
4. SUPPLY AIR DIFFUSER (TYPICAL)
5. RETURN AIR GRILLE
6. EXHAUST FAN
7. 2x4 ACOUSTICAL PANEL CEILING
8. WALL-MOUNTED LIGHT FIXTURE

JUNCTION ARCHITECTURE & DESIGN, LLC
5039 YORK ROAD, PATASKALA, OH 43062
PHONE: 740.907.7000

CLIENT

Mr. Yadu Kulkel
2184 Bellfree Dr.
Reynoldsburg, OH 43068
Tel: (704) 505-0121

CONSULTANT

KUIKEL KARATE STUDIO
6591 E. MAIN ST.
REYNOLDSBURG, OH 43068

PROJECT LOCATION

SHEET TITLE

STAMP

REVISIONS
12.06.21

DATE
02.01.2022
PROJECT NUMBER
2022-002

SHEET NUMBER

Reynoldsburg Planning & Zoning Board
Record of Action
March 5, 2026

The Reynoldsburg Planning & Zoning Board took the following action at this meeting:

ITEM: Application #2026-0010; 6591 E. Main Street; Ricky Murphy of Precise Remodeling and Contracting for Daniel Duckworth of Splash Laundry; Appeal

ACTION: Motion was made by the Planning & Zoning Board to uphold staff's decision to deny the zoning certificate application for a building/site modification at 6591 E. Main Street. The motion to uphold staff's decision for denial of the applicant's zoning certificate passed with a 6-0 vote, therefore the appeal is denied.

NEXT STEPS:
Please know that Section 1109.23 allows a written appeal within 30 days of the date of refusal by the Planning and Zoning Board, for the applicant to appeal the decision to City Council.

Section 1109.23.B – Appeals states:

> Unless otherwise provided in this Code, an applicant refused such approval, exception, certificate or variance shall appeal in writing to Council within thirty (30) days of the date of refusal by the PZB. The Council shall set a date for a hearing on the appeal and render a decision on the appeal within thirty (30) days of the receipt of such written request. A resolution stating the decision of Council shall be introduced and passed at the next regular meeting following the hearing.

Please contact the Zoning Department at 614-322-6850 if you need additional information or assistance.

Emma Cepek, Planner 1
City of Reynoldsburg

Daniel Duckworth
Duckworth Enterprises LLC dba Splash Laundry
175 S. Third Street, Suite 200 PMB 1027
Columbus, OH 43215

RECEIVED
MAR 17 2026
REYNOLDSBURG BUILDING DEPT

March 16, 2026

Mollie Prasher, CMC Clerk of Council
City of Reynoldsburg
7232 E. Main Street
Reynoldsburg, OH 43068

RE: Notice of Appeal – Planning & Zoning Board Decision on Application #2026-0010 (6591 E. Main Street)

Dear Ms. Prasher,

Pursuant to Section 1109.23 of the City of Reynoldsburg Zoning Code, I am formally appealing the March 5, 2026, decision of the Planning and Zoning Board to uphold the denial of Zoning Certificate Application #2026-0010. As a family run operation with 18 years of experience in Central Ohio and the largest laundromat operator in Columbus, we believe this case warrants a legislative review by the City Council.

1. **Vested Legal Interest**: Our original lease agreement from December 4, 2019, established a clear legal interest in the property well before the current BMD zoning was adopted in March 2020. We contend that our interest in the unified parcel (ID 060-001119-00) was vested prior to the code change, and denying this expansion retroactively penalizes a business plan that was fully legal when signed.

2. **Community Safety and Standards**: Unlike many unmonitored facilities, our laundromats are fully attended. We maintain a safe, clean environment that proactively prevents the deterioration of community standards, ensuring our business remains a high-quality asset to the neighborhood and a vigilant partner to the city.

3. **Professional Utility & Modernization**: Laundromats are an essential utility. This interior reconfiguration allows us to install high-capacity machinery and expand our professional "Drop and Fold" services that Reynoldsburg residents require. This service mirrors the function of a traditional dry cleaner, a use already recognized as compatible with the district, by providing a professional, attended solution for community garment care. We are not seeking to occupy new land or alter the building's footprint, but simply to modernize our service within our established parcel.

We respectfully request that the City Council set a hearing for this appeal. We look forward to the opportunity to discuss how this investment will benefit the City of Reynoldsburg and its residents.

Sincerely,

Daniel Duckworth
President, Duckworth Enterprises LLC dba Splash Laundry

MINUTES
CITY OF REYNOLDSBURG
TREASURY INVESTMENT BOARD MEETING

April 28, 2026

Chairman Begeny called the April meeting of the Treasury Investment Board (T.I.B.) to order at 10:02 a.m. Members present were Mayor Joe Begeny, City Auditor Strickland, and City Attorney Chris Shook.

The Auditor Presented the Treasury Investment Board Summary dated April 20, 2026, which showed combined interest earnings for March 2026 in the amount of $299,563.05, of which $22,295.87 is attributable to interest earnings on bond proceeds and the balance to the City's STAR Ohio and portfolio earnings.

The next meeting of the T.I.B. will be Tuesday, May 19, 2026 at 10:00 a.m. in the Mayor's Conference Room.

There being no further business, this meeting adjourned at 10:09 a.m.

Respectfully submitted,

Chris Shook, Secretary

CITY OF REYNOLDSBURG
TREASURY INVESTMENT BOARD SUMMARY
April 20, 2026

Custodial Portfolio Position	Operating Account	Bond Proceeds Account
Beginning Portfolio Balance	$ 65,585,747.32	$ 13,739,954.52
Ending Portfolio Balance	$ 65,259,127.78	$ 13,781,537.83
Year to Date US Bank	$ 572,492.96	$ 125,330.78
Interest Earned (March)	$ 236,454.83	$ 18,860.31
YTD Change in Investment Value	$ (382,195.99)	$ (17,353.20)

Portfolio Asset Allocation	Operating Account	Bond Proceeds Account
U.S. Treasuries	57.26%	58.75%
U.S. Agencies	36.14%	21.73%
Negotiable CDs	6.38%	
Money Market Funds	0.22%	19.52%

STAR Ohio Account Summary	Operating Account (27812)	Bond Proceeds Account (77297)
Year to Date Interest Earnings	$ 125,158.69	$ 10,001.84
Interest Earned (March)	$ 40,812.35	$ 3,435.56
Ending STAR Ohio Balance	$ 12,366,321.88	$ 1,071,722.81
Yield	3.80%	3.80%

Performance Overview

Investments continue to generate strong monthly earnings while STAR Ohio remains a cornerstone of the City's liquidity strategy. 2026 portfolio income for the City is projected to exceed $2.5 million. Conservative duration positioning and high credit quality continue to support the City's financial strength and stability.

CITY OF REYNOLDSBURG
MONTHLY INVESTMENT REPORT

Attached Reports	*As of*
Meeder Monthly Investment Report	3/31/2026
US Bank Custodial Account	3/31/2026
STAR Ohio	3/31/2026
Anticipated Cash Report	4/1/2026-9/30/2026

Investment and STAR Ohio account Interest Earnings	
Month ending	3/31/2026
Operating funds	277,267.18
Bond proceed funds	22,295.87
TOTAL	**299,563.05**

Reynoldsburg
OHIO · 1839

STAFF REPORT
REYNOLDSBURG CITY COUNCIL

DATE: May 11, 2026

RE: An Ordinance Consenting to the Annexation of Certain Real Property Located on Taylor Road in Etna Township Consisting of 132.6+/- Acres, Owned by Joseph I Bauman, Trustee of Bauman Family Trust, and Declaring an Emergency

APPROVALS:

Joe Begeny
Chris Shook
Mollie Prasher

EMERGENCY:

REASON FOR EMERGENCY:

STAFF REPORT:

AN ORDINANCE CONSENTING TO THE ANNEXATION OF CERTAIN REAL PROPERTY LOCATED ON TAYLOR ROAD IN ETNA TOWNSHIP CONSISTING OF 132.6+/- ACRES, OWNED BY JOSEPH I BAUMAN, TRUSTEE OF BAUMAN FAMILY TRUST, AND DECLARING AN EMERGENCY

WHEREAS, the Joseph Bauman Trust (the Property Owner), is the owner of approximately 132.6+/- acres located on Taylor Road, being more fully described in Exhibit A of the Petition for Expedited Type II Annexation (the Annexation Petition) attached hereto and incorporated herein (collectively, the Property); and

WHEREAS, the proposed annexation to the City of Reynoldsburg, as applied for in the annexation petition approved by the Licking County Board of County Commissioners on March 12, 2026, is hereby accepted; and

WHEREAS, the Property is located outside the corporate limits of any municipality, but is adjacent and contiguous to the corporate limits of the City of Reynoldsburg (City); and

WHEREAS, the Property Owner desires to obtain sanitary sewer and water services from the City, and the City desires to provide such services; and

WHEREAS, the Property will automatically be zoned Innovation Zone (I) per Reynoldsburg Zoning Code 1101.19(a); and

WHEREAS, the City desires to annex the Property in order to serve and to assist in the development of the Property for the benefit of its citizens and residents; and

WHEREAS, the City, after due and careful consideration, has concluded that the annexation, zoning, development, and use of the Property as contemplated by the Annexation Petition is consistent with the City's plans and goals for the future development of Reynoldsburg and, accordingly, is in the best interest of the citizens and residents of the City.

NOW, THEREFORE, BE IT ORDAINED by the Council of the City of Reynoldsburg, Licking County, state of Ohio that:

Section 1: The City of Reynoldsburg hereby consents to the proposed annexation, and will make available sanitary and water services upon annexation in accordance with the Reynoldsburg Codified Ordinances and existing administrative regulations.

Section 2: Once the Property is annexed and becomes subject to City of Reynoldsburg zoning ordinances, and if the City of Reynoldsburg zoning ordinances permit uses on the Property that are determined by the City to be clearly incompatible with the uses permitted under current Etna Township zoning regulations applicable to adjacent land remaining within Etna Township, the City of Reynoldsburg will require, in the zoning ordinance permitting the incompatible uses, the owner of the annexed Property to provide a buffer separating the use of the annexed Property and any adjacent land remaining within Etna Township.

Section 3: This Ordinance is declared to be an emergency measure necessary for the immediate preservation of the health and safety of the residents of the City of Reynoldsburg, and further that there is a submission deadline. Therefore, upon adoption by Council this Ordinance shall be in effect immediately upon the signature of the Mayor.

RESOLUTION

IN THE MATTER OF GRANTING EXPEDITED II ANNEXATION – ETNA TOWNSHIP TO THE CITY OF REYNOLDSBURG – 132.6 +/- ACRES – REYNOLDS, AGENT– (FILE #2-2026)

Whereas: A petition and map for an Expedited II annexation was presented to the Clerk of this Board on February 12, 2026, for filing, such having been acknowledged by the Board of Commissioners at its first regular session on February 19, 2026, by way of Resolution 26-0189-COMM as required by R.C. 709.023(B); and,

Whereas: The Board has been provided with evidence that the agent for the petitioner has made notification of those entities/parties said agent is required to notify pursuant to R.C. 709.023(B); and,

Whereas: The Board has been provided with a resolution from the City of Reynoldsburg stating what services the municipal corporation will provide, an approximate date by which it will provide them, and all other information as required by the provisions of R.C. 709.023(C); and,

Whereas: A hearing is not required with respect to an Expedited Type II annexation, and when, as here, no objections have been filed by the municipal corporation or the township within twenty-five days after the petition was filed, this Board is required, at its next regular session after the lapse of those twenty-five days, to "enter upon its journal a resolution granting the proposed annexation" pursuant to R.C. 709.023(C); and,

Whereas: The Board acknowledges that, pursuant to R.C. 709.023(G), there is no appeal process in this type of annexation, but a party may seek a writ of mandamus to compel the Board to perform its duties under this special procedure should such party feel that the Board has failed to do so; NOW, THEREFORE,

BE IT RESOLVED by the Board of County Commissioners, County of Licking, State of Ohio:

That we do hereby **GRANT** the Expedited II annexation (File #2-2026) as petitioned by Jackson Reynolds, located at 172 East State Street, Suite 550, Columbus, Ohio 43215, as required by Section 709.023 of the Ohio Revised Code, to annex certain territory, adjacent and contiguous, containing 132.6 +/- acres, more or less, in Etna Township to the City of Reynoldsburg the Board having concluded as follows:

1. The petition meets the statutory and technical requirements of the statutes, including waiver of right to appeal.
2. No annexation agreement or CEDA agreement was entered into, thus the territory to be annexed is NOT to be excluded from the township and is to remain a part of the township's tax base. (R.C. 709.023 and 503.07)
3. There is not an agreement between the Municipality and Township for the division of revenues.
4. The annexation does not create divided or segmented highways therefore a road maintenance agreement is not needed.
5. The people who signed the petition are owners of the property proposed to be annexed as properly filed with the Board of Commissioners.
6. The petition contains the signatures of all the property owners in the area proposed to be annexed.
7. The area proposed to be annexed does not exceed 500 acres.
8. The territory proposed to be annexed shares a common boundary with the municipality for a continuous length of at least 5% of the perimeter of the territory proposed to be annexed.
9. The annexation will not create an unincorporated area of the township that is completely surrounded by the area proposed to be annexed.
10. The municipality has agreed to provide the area proposed to be annexed with the services specified in the municipal services resolution.

BE IT FURTHER RESOLVED that the Clerk of this Board be directed to file a transcript of these proceedings and a copy of the entire record with the Clerk of the municipality.

Clerk, Licking County Commissioners

I do hereby certify that the foregoing document is a true and exact copy of the original.

CC:
Michael L. Smith, Auditor
Kyle Schaper, Auditor's Office
Brad Mercer, Planning Department
Angela Farley, Planning Department
Jared Knerr, Engineer
Jenny Wells, Prosecutor
Darcy Cook, Prosecutor's Office
Randy Thorp, Sheriff
Sean Grady, EMA/911
FILE
Jackson Reynolds, Agent
Fiscal Officer, Etna Township Trustees
Mayor, City of Reynoldsburg
Clerk, City of Reynoldsburg
Board of Education
Board of Health
Board of Elections

RESOLUTION

IN THE MATTER OF FILING EXPEDITED II PETITION AND MAP FOR ANNEXATION – ETNA TOWNSHIP TO THE CITY OF REYNOLDSBURG – REYNOLDS/AGENT - FILE #2-2026 - (132.6 +/- ACRES)

BE IT RESOLVED by the Board of County Commissioners, County of Licking, State of Ohio:

That we did hereby receive and file an **EXPEDITED II** annexation petition and map by Jackson Reynolds, located at 172 East State Street, Suite 550, Columbus, Ohio 43215, as required by ORC Section 709.02 – 709.023, to annex certain territory, adjacent and contiguous to the City of Reynoldsburg, containing 132.6 +/- acres, more or less, in Etna Township: also known as File #2-2026.

BE IT FURTHER RESOLVED that the **FILE** date for this annexation is hereby noted as Thursday, February 12, 2026.

CC: Michael L. Smith, Auditor
Kyle Schaper, Auditor's Office
Brad Mercer, Planning Department
Angela Farley, Planning Department
Jared Knerr, Engineer
Jenny Wells, Prosecutor
Darcy Cook, Prosecutor's Office
Randy Thorp, Sheriff
Sean Grady, EMA/911

FILE
Jackson Reynolds, Agent
Fiscal Officer, Etna Township Trustees
Mayor, City of Reynoldsburg
Clerk, City of Reynoldsburg
Board of Education
Board of Health
Board of Elections

I do hereby certify that the foregoing document is a true and exact copy of the original.

Christie Hamper
Clerk, Licking County Commissioners

LICKING COUNTY COMMISSIONERS

CERTIFICATION PAGE

Resolution No. 26-0189-COMM **February 19, 2026**

Filing Exp. II Annexation, Etna Twp to City of Reynoldsburg, 132.6 acres, Reynolds-Agent

Upon the motion of Rick Black, seconded by Duane H. Flowers.

VOTE:

Rick Black	**Aye**
Timothy E. Bubb	**Aye**
Duane H. Flowers	**Aye**

CERTIFICATE OF CLERK

IT IS HEREBY CERTIFIED that the foregoing is a true and correct transcript of a resolution acted upon and duly passed by the Board of County Commissioners of Licking County, Ohio, on the date noted above.

Christel Hamper

Christel Hamper, Clerk of the Board

Board of County Commissioners

Licking County, Ohio

FILED
FEB 12 2026
LICKING COUNTY COMMISSIONERS

EXPEDITED TYPE II PETITION FOR ANNEXATION (SECTION 709.023)
TO THE CITY OF REYNOLDSBURG
OF 132.6 ACRES MORE OR LESS
IN THE TOWNSHIP OF ETNA

TO THE BOARD OF COUNTY COMMISSIONERS
OF LICKING COUNTY, OHIO:

The undersigned, petitioners in the premises, and being ALL OF THE OWNERS OF REAL ESTATE in the territory hereinafter described, consisting of 132.6 acres with a total perimeter boundary of 9,984.19, more or less, in the Township of Etna which area is contiguous along 6,055.98' or 60.65% and adjacent to the City of Reynoldsburg, do hereby pray that said territory be annexed to the City of Reynoldsburg according to the statutes of the State of Ohio and that no island of unincorporated area will be created by this annexation.

A full and accurate description and a plat of said territory so prayed to be annexed are attached hereto and made part hereof.

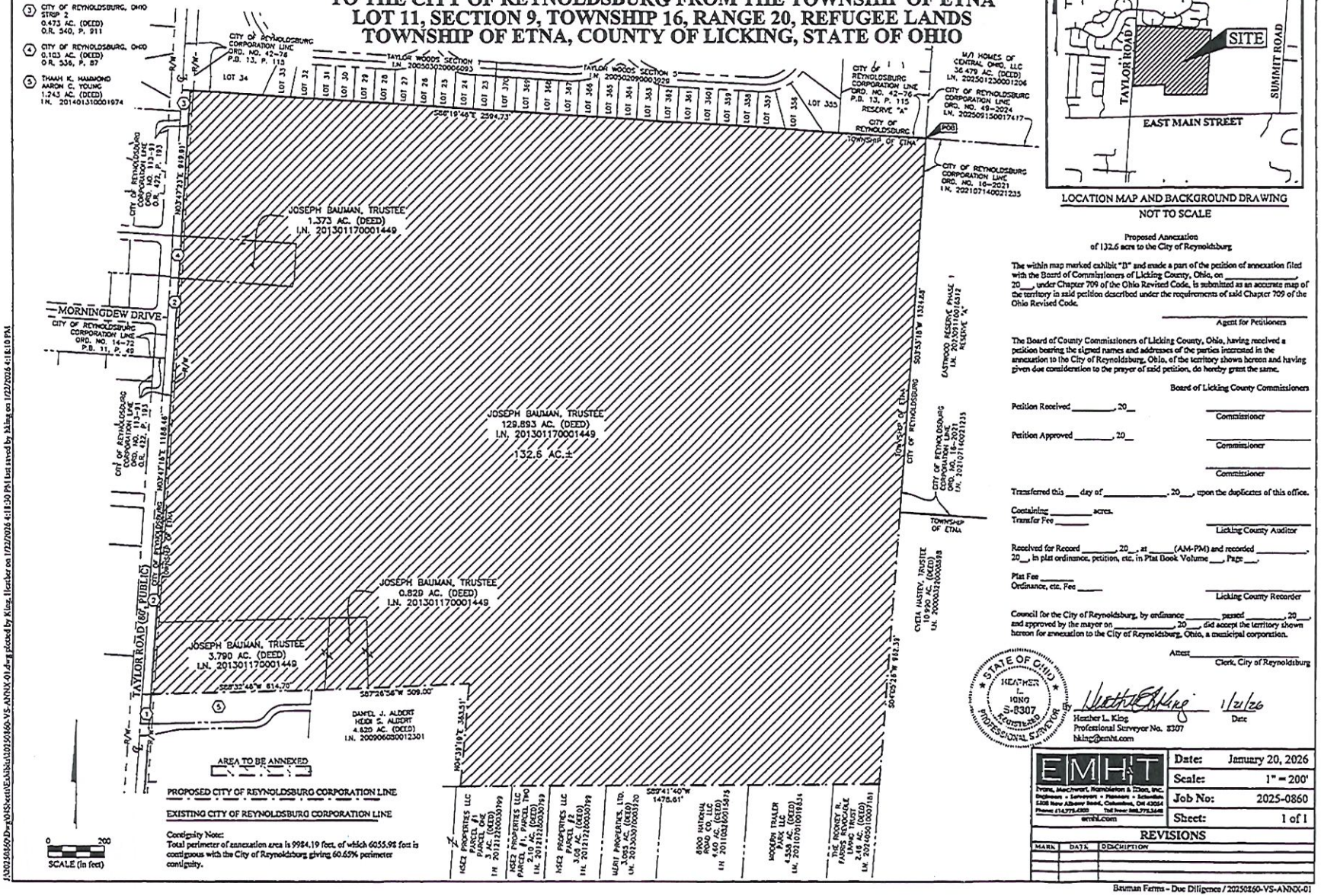
In support of said Petition, your petitioners state that there is/are within the territory so prayed to be annexed one (1) OWNER OF REAL ESTATE.

Jackson B. Reynolds, III, whose address is 172 East State Street, Suite 550, Columbus, Ohio 43215, is hereby appointed Agent for the undersigned Petitioner(s), as required by Section 709.02 of the Revised Code of Ohio. Said agent is hereby authorized to make any amendment and/or deletion which in his absolute and complete discretion is necessary or proper under the circumstances then existing, and in particular to make such amendment in order to correct any discrepancy or mistake noted by the Licking County Engineer in his examination of the Petition and Plat. Said amendment shall be made by the presentation of an amended plat and description to the Board of County Commissioners on, before, or after the date set for hearing on this Petition.

WHOEVER SIGNS THIS PETITION EXPRESSLY WAIVES THEIR RIGHT TO APPEAL IN LAW OR EQUITY FROM THE BOARD OF COUNTY COMMISSIONERS' ENTRY OF ANY RESOLUTION PERTAINING TO THE SPECIAL ANNEXATION PROCEDURE SET FORTH IN SECTION 709.023, ALTHOUGH A WRIT OF MANDAMUS MAY BE SOUGHT TO COMPEL THE BOARD TO PERFORM ITS DUTIES REQUIRED BY LAW FOR SAID SPECIAL ANNEXATION PROCEDURE.

NAME	DATE	ADDRESS
Joseph I. Bauman	2-4-26	3780 Blacklick Rd. NW Baltimore, OH 43105
Joseph I. Bauman, Trustee of the Bauman Family Trust, dated October 4, 2004, as amended		

EXHIBIT "B"
ANNEXATION OF 132.6± ACRE
TO THE CITY OF REYNOLDSBURG FROM THE TOWNSHIP OF ETNA
LOT 11, SECTION 9, TOWNSHIP 16, RANGE 20, REFUGEE LANDS
TOWNSHIP OF ETNA, COUNTY OF LICKING, STATE OF OHIO





LOCATION MAP AND BACKGROUND DRAWING
NOT TO SCALE

Proposed Annexation
of 132.6 acre to the City of Reynoldsburg

The within map marked exhibit "B" and made a part of the petition of annexation filed with the Board of Commissioners of Licking County, Ohio, on _____, 20__, under Chapter 709 of the Ohio Revised Code, is submitted as an accurate map of the territory in said petition described under the requirements of said Chapter 709 of the Ohio Revised Code.

_____
Agent for Petitioners

The Board of County Commissioners of Licking County, Ohio, having received a petition bearing the signed names and addresses of the parties interested in the annexation to the City of Reynoldsburg, Ohio, of the territory shown hereon and having given due consideration to the prayer of said petition, do hereby grant the same.

Board of Licking County Commissioners

Petition Received _____, 20__ _____ Commissioner

Petition Approved _____, 20__ _____ Commissioner

_____ Commissioner

Transferred this ___ day of _____, 20___, upon the duplicates of this office.

Containing _____ acres.
Transfer Fee _____
_____ Licking County Auditor

Received for Record _____, 20__, at _____(AM-PM) and recorded _____, 20__, in plat ordinance, petition, etc. in Plat Book Volume ___, Page ___.

Plat Fee _____
Ordinance, etc. Fee _____
_____ Licking County Recorder

Council for the City of Reynoldsburg, by ordinance _____ passed _____, 20__, and approved by the mayor on _____, 20___, did accept the territory shown hereon for annexation to the City of Reynoldsburg, Ohio, a municipal corporation.

Attest _____
Clerk, City of Reynoldsburg

STATE OF OHIO
HEATHER L. KING
S-8307
REGISTERED
PROFESSIONAL SURVEYOR

Heather L. King 1/21/26
Heather L. King Date
Professional Surveyor No. 8307
hking@emht.com

EMHT	Date:	January 20, 2026
Evans, Mechwart, Hambleton & Tilton, Inc. Engineers • Surveyors • Planners • Scientists 5500 New Albany Road, Columbus, OH 43054 Phone: (614) 775-4500 Toll Free: 866.775.3648 emht.com	Scale:	1" = 200'
	Job No:	2025-0860
	Sheet:	1 of 1

REVISIONS

MARK	DATE	DESCRIPTION

J:\2025\0860\Dwg\05Sheet\VS\Bkd\20250860-VS-ANNX-01.dwg plotted by Klng, Heather on 1/22/2026 4:18:30 PM last saved by hking on 1/22/2026 4:18:10 PM

Reynoldsburg
OHIO · 1839

STAFF REPORT
REYNOLDSBURG CITY COUNCIL

DATE: May 11, 2026

RE: An Ordinance Authorizing the Mayor to Enter into a Contract Amendment with REP Entertainment II Limited for the Sale of Real Property, and Declaring an Emergency

APPROVALS:

Joe Begeny
Chris Shook
Mollie Prasher

EMERGENCY:

single-read emergency

REASON FOR EMERGENCY:

in order to facilitate the sale of the property

STAFF REPORT:

AN ORDINANCE AUTHORIZING THE MAYOR TO ENTER INTO A CONTRACT AMENDMENT WITH REP ENTERTAINMENT II LIMITED FOR THE SALE OF REAL PROPERTY, AND DECLARING AN EMERGENCY

WHEREAS, City Council, pursuant to Reynoldsburg City Code Chapter 175 (h), which permits the sale of real estate owned by the city; and

WHEREAS, the City council finds the sale of real property is at its discretion, and deems it necessary and in the best interest of the city.

NOW, THEREFORE, BE ORDAINED BY THE COUNCIL OF THE CITY OF REYNOLDSBURG, COUNTIES OF FRANKLIN, LICKING, AND FAIRFIELD, STATE OF OHIO:

SECTION 1. By agreement dated July 30, 2024, the parties executed that certain Purchase and Sale Agreement (the “Agreement”) by which the Seller agrees to sell to the Purchaser certain tracts or parcels of land identified there in as Franklin County Parcel Number 060-003828, containing approximately 3.75 acres of land on National Road, and Licking County

Parcel Number 013-030390, containing approximately 5.63 acres, located on the north side of East Main Street at the county line between Franklin and Licking Counties, Reynoldsburg, Ohio, 43068. The agreement and all associated exhibits are attached as Exhibit A and shall be incorporated by reference herein.

SECTION 2. That the proceeds of this sale ($600,000) be directly deposited into the unappropriated CIP Fund (410) upon receipt of payment.

SECTION 3. That this Ordinance is deemed to be an emergency measure necessary for the financial needs of the City to expedite the property sale; wherefore, upon adoption by Council, this Ordinance shall be in effect immediately upon signature of the Mayor.

THIRD AMENDMENT TO PURCHASE AND SALE AGREEMENT

THIS THIRD AMENDMENT TO PURCHASE AND SALE AGREEMENT (the Amendment), dated as of the last date of signature by the parties below, is made and entered into by and between the **CITY OF REYNOLDSBURG, OHIO,** an Ohio municipal corporation (Seller), and **REP ENTERTAINMENT II LIMITED** an Ohio limited liability company, its successors and assigns (Buyer) (each a "party" and collectively the "parties"), *witnesseth:*

RECITALS

Whereas, by agreement dated July 30, 2024, the parties executed that certain Purchase and Sale Agreement (the "Agreement") by which Seller agreed to sell to Buyer certain tracts or parcels of land identified there in as Franklin County Parcel Number 060-003828, containing approximately 3.75 acres of land on National Road, and Licking County Parcel Number 013-030390, containing approximately 5.63 acres on East Main Street, and being more particularly depicted on Exhibits A and B to said Agreement (collectively, the Property);

Whereas, on July 28, 2025, the parties entered into a First Amendment to the Agreement, by which the Inspection Period under Section H.1 of Article III of the Agreement was extended through January 25, 2026;

Whereas, on December 23, 2025, the parties entered into a Second Amendment to the Agreement, which extended the Inspection Period through July 25, 2026; and,

Whereas, the Buyer and Seller desire to make this amendment to the Agreement to further extend the Inspection Period set forth within Section H.1 of Article III of the Agreement, until December 31, 2026 as an accommodation for each of them (as consideration from each to the other) as to their respective promises and the undertaking contemplated within the Agreement. With that intent and purpose in mind the Buyer and Seller have agreed to amend the terms in the Agreement to memorialize their understanding and agreement, as set forth below.

AGREEMENT

NOW THEREFORE, in consideration of the mutual promises and covenants contained herein and other good and valuable consideration, the receipt and sufficiency of which are all hereby acknowledged by each of the parties, the above recitals are incorporated into and as part of this Amendment and the parties further agree as follows:

The Inspection Period appearing within Section H.1 of Article III of the Agreement, is hereby extended to and until December 31, 2026, as an accommodation for Buyer and Seller (as consideration from each to the other) as to their respective promises and the undertaking contemplated within the Agreement. Accordingly, the Inspection Period within the Agreement shall now end on December 31, 2026.

Buyer and Seller agree to modify and amend Article II, Section (A) of the Agreement as follows: "*The "Sports Complex" shall be approximately 75,000-90,000 square feet and shall be constructed on approximately 6.3 acres land at the*

Property, with a design that generally comports with a mutually agreed-upon Site Plan for field turf and indoor sports facility/field house activities."

Buyer and Seller agree to remove and delete the requirements of Article II, Section (B)(1)(a)-(b) of the Agreement and the parties acknowledge and state that Buyer was unable to negotiate terms with the Boys and Girls Clubs of Central.

1. Reaffirmation of the Agreement. Buyer and Seller hereby affirm and ratify their respective obligations and duties as the same are imposed upon the Buyer and Seller pursuant to the terms of the original Agreement, as amended, and further acknowledge that, all other terms, sections, promises, and/or covenant, set forth within the Agreement, as amended, not otherwise modified by this Amendment shall remain unaffected by the adoption of this Amendment.

2. Counterparts. This Amendment may be executed in two or more counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same instrument. Execution and delivery of this Amendment by electronic exchange bearing the copies of a party's signature shall constitute a valid and binding execution and delivery of this Amendment by such party. Such electronic copies shall constitute enforceable original documents.

Buyer (and the undersigned representative of Buyer) represents that the Buyer has full power, authority and legal right to execute this Amendment; and that this Amendment constitutes a legal, valid and binding obligation of the Buyer.

[signature page follows]

IN TESTIMONY WHEREOF, the parties have caused this Amendment to be executed by their respective duly authorized signatories on and as of the dates referenced below.

CITY OF REYNOLDSBURG, Seller	REP ENTERTAINMENT II LIMITED, Buyer
By _____	By _____
Name _____	Name _____
Title _____	Title _____
Date _____	Date _____

Reynoldsburg
OHIO · 1839

STAFF REPORT
REYNOLDSBURG CITY COUNCIL

DATE: May 11, 2026

RE: Work Session

APPROVALS:

Joe Begeny
Chris Shook
Mollie Prasher

EMERGENCY:

REASON FOR EMERGENCY:

STAFF REPORT:

Reynoldsburg
OHIO · 1839

STAFF REPORT
REYNOLDSBURG CITY COUNCIL

DATE: May 11, 2026

RE: An Ordinance to Establish Section 705 Prohibiting Short-Term Rentals of the Codified Ordinances for the City of Reynoldsburg

APPROVALS:

Joe Begeny
Chris Shook
Mollie Prasher

EMERGENCY:

REASON FOR EMERGENCY:

STAFF REPORT:

An Ordinance to Establish Section 705 Prohibiting Short-Term Rentals of the Codified Ordinances of the City of Reynoldsburg

WHEREAS, the sate of Ohio does not regulate or license the operation of short-term rentals, leaving it up to local governments to determine how to regulate their use in municipalities; and

WHEREAS, this Council recognizes that short-term rentals have proven to require increased calls for service from first responders and can be associated with crime, noise complaints, and occupancy violations; and

WHEREAS, the City of Reynoldsburg has experienced multiple significant incidents where the use of a short-term rental property was associated with noise, firearms, and, unfortunately, injury to persons and property; and

WHEREAS, the Council of the City of Reynoldsburg seeks to prevent similar incidents in the future and promote public safety; and

WHEREAS, this Council recognizes that short-term rentals bring commercial activity into non-

commercial zoning districts that property owners may reasonably expect will be free of any such commercial activity; and

WHEREAS, the Council of the City of Reynoldsburg finds it to be in the best interest of the City to enact Section 705 of the Codified Ordinances of the City of Reynoldsburg to prohibit the operation of short-term rentals as contrary to the public peace, safety, and general welfare.

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF REYNOLDSBURG, OHIO:

SECTION 1. That Part Seven, Chapter 705 of the Codified Ordinances of the City of Reynoldsburg be added to read as follows:

SEE ATTACHED EXHIBIT A.

SECTION 2. That upon adoption by Council, this Ordinance shall be in effect thirty days following signature by the Mayor.

Chapter 705
Prohibition of Short-term Rentals

705.01 **Statement of purpose and intent.**
705.02 **Definitions.**
705.03 **Short-term rentals prohibited.**
705.99 **Penalties.**

705.01 STATEMENT OF PURPOSE AND INTENT.

Short-term rentals offer transient sleeping accommodations to guests for compensation and are a commercial activity directly analogous to the service offered by hotels. Unlike hotels, short-term rentals are not licensed or otherwise regulated by the state. The regulation of short-term rentals therefore is left to local governments. Short-term rentals have been known to require increased calls for service from emergency responders due to incidents of crime, noise disturbances, or occupancy violations. Short-term rentals may introduce commercial activity into zoning districts whose property owners reasonably expect will be free of any such commercial activity. The City of Reynoldsburg therefore prohibits the operation of short-term rentals as contrary to the public peace, safety, and general welfare.

705.02 DEFINITIONS.

As used in this chapter:

(a) "Short-term rental" means any dwelling with five or fewer guestrooms that is reserved/rented wholly or partly for any form of consideration for less than thirty (30) consecutive days by a short-term rental guest.

(b) "Dwelling" means any structure or shelter, whether of residential or commercial design and whether of permanent or temporary construction, used, or attempted to be used, as a short-term rental.

(c) "Hosting platform" means an entity that participates in the short-term rental business/industry by providing for or facilitating a booking service through a website, application, or other digital or non-digital means whereby a short-term rental host may offer, list, advertise, or market a short-term rental to a potential short-term rental guest.

705.03 SHORT-TERM RENTALS PROHIBITED.

(a) No person shall operate, let, rent, list, advertise, or otherwise make available, any dwelling in any district of the City of Reynoldsburg for the purpose of a short-term rental.

(c) It shall be prima facie evidence of a violation of this section for any person to engage in, conduct, or carry on, or permit to be engaged in, conducted or carried on, for any premises in the City the offering, listing, advertisement or marketing of a short-term rental on any hosting platform, website, application, digital or non-digital medium for the purpose of offering to reserve or rent the short-term rental.

705.99 PENALTIES.

(a) Any person who violates Section 705.03(a) shall be guilty of a misdemeanor of the fourth degree. Each day a violation of Section 705.03(a) occurs shall be a separate offense. An offender who has been previously convicted of or pleaded guilty to a violation of Section 705.03(a) is guilty of a misdemeanor of the first degree. This is a strict liability offense. In addition, all gross revenue or compensation from a reservation(s) or rental(s) that is obtained in violation of Section 705.03(a) shall be remitted to the City of Reynoldsburg, subject to local and state laws governing forfeiture.

Chapter 705
Short-term Rentals

705.01 **Statement of purpose and intent.**
705.02 **Definitions.**
705.03 **Permit Required.**
705.04 **Short-Term Rental Registration and Renewal.**
705.05 **Short-Term Rental Operator Requirements.**
705.06 **Permitted Number of Rental Nights.**
705.07 **Grounds for Denial.**
705.08 **Grounds for Revocation.**
705.99 **Penalties.**

705.01 STATEMENT OF PURPOSE AND INTENT.

Short-term rentals offer transient sleeping accommodations to guests for compensation and are a commercial activity directly analogous to the service offered by hotels. Unlike hotels, short-term rentals are not licensed or otherwise regulated by the state. The regulation of short-term rentals therefore is left to local governments. Short-term rentals have been known to require increased calls for service from emergency responders due to incidents of crime, noise disturbances, or occupancy violations. The City of Reynoldsburg has therefore adopted the following regulations for short-term rental properties to further public safety and the general welfare.

705.02 DEFINITIONS.

As used in this chapter:

(a) "Short-term rental" means any dwelling with five or fewer guestrooms that is reserved/rented wholly or partly for any form of consideration for less than thirty (30) consecutive days by a short-term rental guest.

(b) "Dwelling" means any structure or shelter, whether of residential or commercial design and whether of permanent or temporary construction, used, or attempted to be used, as a short-term rental.

(c) "Hosting platform" means an entity that participates in the short-term rental business/industry by providing for or facilitating a booking service through a website, application, or other digital or non-digital means whereby a short-term rental host may offer, list, advertise, or market a short-term rental to a potential short-term rental guest.

(d) “Primary Residence” means a residence that is the usual place of return for housing as documented by at least two of the following: motor vehicle registration, driver's license, tax documents, lease copy or a utility bill. An owner or permanent occupant can only have one primary residence.

(e) “Short-Term Rental Guest” means persons renting temporary lodging from a short-term rental host, or through a hosting platform on behalf of the short-term rental host, for less than 30 consecutive days.

(f) “Short-Term Rental Operator” means persons operating, letting, listing, advertising, or otherwise making available, any dwelling within the City of Reynoldsburg for the purpose of a short-term rental.

Chapter 705
Short-term Rentals

705.03 PERMIT REQUIRED.

(a) No person shall operate, let, rent, list, advertise, or otherwise make available, any dwelling in any district of the City of Reynoldsburg for the purpose of a short-term rental without registering in accordance with this chapter.

(b) The dwelling being operated as a short-term rental must be owned by the short-term rental operator and must be the primary residence of the short-term rental operator.

(c) A registration application may be submitted at any time to the Mayor, or his/her designee. If the registration application is approved, such registration shall take effect on the day of approval and shall expire on December 31st of the year approved; provided, however, that if an initial registration application is approved on or after September 1, the registration shall be effective until December 31 of the next calendar year.

(1) Registration to operate a short-term rental shall be renewed by the applicant before the end of each calendar year.

(2) The deadline for submitting an application for renewal shall be the first Monday of November of the year in which the registration is set to expire. Failure to renew shall result in expiration on December 31st. If a permit is successfully renewed, it shall be in effect for the next calendar year, beginning on January 1st and expiring on December 31st of the same year.

(d) The short-term rental operator must maintain a copy of the permit on premises.

705.04 SHORT-TERM RENTAL REGISTRATION AND RENEWAL.

(a) An application for a short-term rental permit, and/or renewal of a permit, shall be made to the Mayor, or his/her designee, upon approved forms, for an application fee of $225. City Council shall have authority to amend the fee amount from time to time to reflect the costs of administering this chapter.

(b) The application for a permit to operate a short-term rental shall contain the following information:

(1) Name of the applicant, including mailing address, telephone number, and email address;

(2) Sufficient information to demonstrate compliance with either the permanent occupancy or ownership requirements outlined in § 705.03(b);

(3) The names of all hosting platforms that are used by the short-term rental host and proof of rental insurance for the unit rental;

(4) The names of all advertising outlets in which the short-term rental host intends to advertise such rental if the short-term rental host is not using a hosting platform;

(5) The maximum number of occupants that will be accommodated at the short-term rental, not to exceed two per bedroom;

(6) The maximum number of motor vehicles that will be permitted to park at the short-term rental; this number shall not exceed the number that can be garaged on-premises, plus two that may park in a driveway, plus two that may park on-street;

(7) An affidavit attesting that the short-term rental operation is in compliance with all applicable local, state, and federal laws and regulations concerning the provision of sleeping accommodations to transient guests.

(c) The applicant must notify the Mayor, or his/her designee, of any change in information contained in the permit application within ten days of the change.

(d) Any change in ownership of the dwelling shall void the current registration and shall require submission and approval of a new registration application.

(e) A short-term rental shall be assigned an individual registration account number that must be prominently posted with the unit on a hosting platform or in any other advertisement regarding the unit. Said valid registration shall be displayed but removed upon expiration.

(f) Prior to each rental, the registered owner of the short-term rental must also submit to the Mayor, upon approved forms, the following information:

(1) The maximum number of people that will be present in the room or dwelling during the rental;

(2) The maximum number of motor vehicles that will be present during the rental (up to two of which may be parked on a driveway and up to two may be parked on-street);

(3) The date and approximate time frame for occupancy of the transient guests;

(4) A contact name and number for the rental host that may be used 24/7 for any issues related to the short-term rental unit or transient guests.

705.05 SHORT-TERM RENTAL OPERATOR REQUIREMENTS.

(a) One short-term rental registration per short-term rental operation may be issued.

(b) A short-term rental host shall provide written notice to a short-term rental guest of any known, non-obvious, or concealed condition, whether human-made or artificial, which may present a danger to the short-term rental guest, and shall designate a local 24-hour emergency contact person for the short-term rental.

(c) *Records required.* Short-term rental hosts that offer short-term rentals shall retain and, upon request, make available to the Mayor, or his/her designee, official records to demonstrate compliance with this section, including, but not limited to, primary residency, the dates and duration of each stay in the short-term rental, the rate charged for each short-term rental on each night, the maximum occupancy permitted at the short-term rental, and the maximum number of motor vehicles permitted at the short-term rental.

705.06 PERMITTED NUMBER OF RENTAL NIGHTS.

(a) Short-term rental operators are prohibited from renting any room or dwelling to short-term rental guests for more than two weeks total (14 days) within a calendar year.

(b) Short-term rental operators are prohibited from offering a stay of only one or two nights. For each rental period or stay, transient guests must book at least three nights total.

705.07 GROUNDS FOR DENIAL.

(a) The Mayor, or his/her designee, shall approve a registration, or grant the renewal of an existing registration, except as provided in divisions (b) and (c) of this section.

(b) The Planning Director, or his/her designee, shall deny any application for a new registration, or renewal of registration, if any of the following are shown to have occurred at the short-term rental property:

(1) The applicant makes a material misrepresentation of fact on the application;

(2) The applicant or owner of the short-term rental has been convicted of violating § 705.06;

(3) The short-term rental host is not in good standing with the Regional Income Tax Agency (RITA).

(4) The short-term rental has a documented history of repeated conduct that endangers neighborhood safety or of conditions interfering with the use and enjoyment of property within its vicinity; or of conduct in violation of § 705.06.

(c) Evidence of conduct under divisions (a) and (b) of this section need only be that of de facto violation of law; evidence of conviction is not a prerequisite for denial unless specifically indicated.

705.08 GROUNDS FOR REVOCATION.

(a) The Mayor, or his/her designee, may revoke and/or suspend a short-term rental registration if a unit is listed on a hosting platform or advertised elsewhere without the registration number as required under § 705.04(e); or is perpetuating conditions interfering with use and enjoyment of properties within its vicinity; or is delinquent in filing or payment with the Regional Income Tax Agency (RITA); or has exceeded the limitation set forth in § 705.06. Conditions interfering with use and enjoyment of properties within the vicinity of a short-term rental include, but are not limited to:

(1) Noise audible beyond the boundary of the property on which the short-term rental is located;

(2) Occupancy by a number of short-term rental users exceeding the maximum number included in the registration for the short-term rental;

(3) Parking of a number of motor vehicles exceeding the maximum number included in the registration for the short-term rental; or

(4) Uninvited entry of short-term rental occupants upon private property within 500 feet of the short-term rental.

(b) A violation of any of the conditions in § 705.08(a) shall result in progressive discipline:

(1) Upon the first violation, the registration for the short-term rental shall be terminated and the short-term rental host prohibited from re-registering for six months from the date of termination.

(2) Upon the second violation, the registration for the short-term rental shall be terminated and the short-term rental host prohibited from re-registering for one year from the date of termination.

(3) Upon the third violation, the registration for the short-term rental shall be terminated and the short-term rental host prohibited from re-registering at any time in the future.

705.99 PENALTIES.

(a) Whoever violates any provision of this chapter shall be guilty of an unclassified misdemeanor and shall be fined not more than $250. Upon subsequent convictions within a two year period, the penalty shall be an unclassified misdemeanor but the guilty party shall be fined not more than $1,000, in addition to any other penalties as imposed by this chapter.

Chapter 705
Short-term Rentals

705.01 **Statement of purpose and intent.**
705.02 **Definitions.**
705.03 **Permit Required.**
705.04 **Short-Term Rental Registration and Renewal.**
705.05 **Short-Term Rental Operator Requirements.**
705.06 **Permitted Number of Rental Nights.**
705.07 **Grounds for Denial.**
705.08 **Grounds for Revocation.**
705.99 **Penalties.**

705.01 STATEMENT OF PURPOSE AND INTENT.

Short-term rentals offer transient sleeping accommodations to guests for compensation and are a commercial activity directly analogous to the service offered by hotels. Unlike hotels, short-term rentals are not licensed or otherwise regulated by the state. The regulation of short-term rentals therefore is left to local governments. Short-term rentals have been known to require increased calls for service from emergency responders due to incidents of crime, noise disturbances, or occupancy violations. The City of Reynoldsburg has therefore adopted the following regulations for short-term rental properties to further public safety and the general welfare.

705.02 DEFINITIONS.

As used in this chapter:

(a) "Short-term rental" means any dwelling with five or fewer guestrooms that is reserved/rented wholly or partly for any form of consideration for less than thirty (30) consecutive days by a short-term rental guest.

(b) "Dwelling" means any structure or shelter, whether of residential or commercial design and whether of permanent or temporary construction, used, or attempted to be used, as a short-term rental.

(c) "Hosting platform" means an entity that participates in the short-term rental business/industry by providing for or facilitating a booking service through a website, application, or other digital or non-digital means whereby a short-term rental host may offer, list, advertise, or market a short-term rental to a potential short-term rental guest.

(d) “Primary Residence” means a residence that is the usual place of return for housing as documented by at least two of the following: motor vehicle registration, driver's license, tax documents, lease copy or a utility bill. An owner or permanent occupant can only have one primary residence.

(e) “Short-Term Rental Guest” means persons renting temporary lodging from a short-term rental host, or through a hosting platform on behalf of the short-term rental host, for less than 30 consecutive days.

(f) “Short-Term Rental Operator” means persons operating, letting, listing, advertising, or otherwise making available, any dwelling within the City of Reynoldsburg for the purpose of a short-term rental.

Chapter 705
Short-term Rentals

705.03 PERMIT REQUIRED.

(a) No person shall operate, let, rent, list, advertise, or otherwise make available, any dwelling in any district of the City of Reynoldsburg for the purpose of a short-term rental without registering in accordance with this chapter.

(b) The dwelling being operated as a short-term rental must either be owned by the short-term rental operator or be the primary residence of the short-term rental operator.

(c) A registration application may be submitted at any time to the Mayor, or his/her designee. If the registration application is approved, such registration shall take effect on the day of approval and shall expire on December 31st of the year approved; provided, however, that if an initial registration application is approved on or after September 1, the registration shall be effective until December 31 of the next calendar year.

(1) Registration to operate a short-term rental shall be renewed by the applicant before the end of each calendar year.

(2) The deadline for submitting an application for renewal shall be the first Monday of November of the year in which the registration is set to expire. Failure to renew shall result in expiration on December 31st. If a permit is successfully renewed, it shall be in effect for the next calendar year, beginning on January 1st and expiring on December 31st of the same year.

(d) The short-term rental operator must maintain a copy of the permit on premises.

705.04 SHORT-TERM RENTAL REGISTRATION AND RENEWAL.

(a) An application for a short-term rental permit, and/or renewal of a permit, shall be made to the Mayor, or his/her designee, upon approved forms, for an application fee of $225. City Council shall have authority to amend the fee amount from time to time to reflect the costs of administering this chapter.

(b) The application for a permit to operate a short-term rental shall contain the following information:

(1) Name of the applicant, including mailing address, telephone number, and email address;

(2) Sufficient information to demonstrate compliance with either the permanent occupancy or ownership requirements outlined in § 705.03(b);

(3) The names of all hosting platforms that are used by the short-term rental host and proof of rental insurance for the unit rental;

(4) The names of all advertising outlets in which the short-term rental host intends to advertise such rental if the short-term rental host is not using a hosting platform;

(5) The maximum number of occupants that will be accommodated at the short-term rental, not to exceed two per bedroom;

(6) The maximum number of motor vehicles that will be permitted to park at the short-term rental; this number shall not exceed the number that can be garaged on-premises, plus two that may park in a driveway, plus two that may park on-street;

(7) An affidavit attesting that the short-term rental operation is in compliance with all applicable local, state, and federal laws and regulations concerning the provision of sleeping accommodations to transient guests.

(c) The applicant must notify the Mayor, or his/her designee, of any change in information contained in the permit application within ten days of the change.

(d) Any change in ownership of the dwelling shall void the current registration and shall require submission and approval of a new registration application.

(e) A short-term rental shall be assigned an individual registration account number that must be prominently posted with the unit on a hosting platform or in any other advertisement regarding the unit. Said valid registration shall be displayed but removed upon expiration.

(f) Prior to each rental, the registered owner of the short-term rental must also submit to the Mayor, upon approved forms, the following information:

(1) The maximum number of people that will be present in the room or dwelling during the rental;

(2) The maximum number of motor vehicles that will be present during the rental (up to two of which may be parked on a driveway and up to two may be parked on-street);

(3) The date and approximate time frame for occupancy of the transient guests;

(4) A contact name and number for the rental host that may be used 24/7 for any issues related to the short-term rental unit or transient guests.

705.05 SHORT-TERM RENTAL OPERATOR REQUIREMENTS.

(a) One short-term rental registration per short-term rental operation may be issued.

(b) A short-term rental host shall provide written notice to a short-term rental guest of any known, non-obvious, or concealed condition, whether human-made or artificial, which may present a danger to the short-term rental guest, and shall designate a local 24-hour emergency contact person for the short-term rental.

(c) *Records required.* Short-term rental hosts that offer short-term rentals shall retain and, upon request, make available to the Mayor, or his/her designee, official records to demonstrate compliance with this section, including, but not limited to, primary residency, the dates and duration of each stay in the short-term rental, the rate charged for each short-term rental on each night, the maximum occupancy permitted at the short-term rental, and the maximum number of motor vehicles permitted at the short-term rental.

705.06 PERMITTED NUMBER OF RENTAL NIGHTS.

(a) Short-term rental operators are prohibited from offering a stay of only one or two nights. For each rental period or stay, transient guests must book at least three nights total.

705.07 GROUNDS FOR DENIAL.

(a) The Mayor, or his/her designee, shall approve a registration, or grant the renewal of an existing registration, except as provided in divisions (b) and (c) of this section.

(b) The Planning Director, or his/her designee, shall deny any application for a new registration, or renewal of registration, if any of the following are shown to have occurred at the short-term rental property:

(1) The applicant makes a material misrepresentation of fact on the application;

(2) The applicant or owner of the short-term rental has been convicted of violating § 705.06;

(3) The short-term rental host is not in good standing with the Regional Income Tax Agency (RITA).

(4) The short-term rental has a documented history of repeated conduct that endangers neighborhood safety or of conditions interfering with the use and enjoyment of property within its vicinity; or of conduct in violation of § 705.06.

(c) Evidence of conduct under divisions (a) and (b) of this section need only be that of de facto violation of law; evidence of conviction is not a prerequisite for denial unless specifically indicated.

705.08 GROUNDS FOR REVOCATION.

(a) The Mayor, or his/her designee, may revoke and/or suspend a short-term rental registration if a unit is listed on a hosting platform or advertised elsewhere without the registration number as required under § 705.04(e); or is perpetuating conditions interfering with use and enjoyment of properties within its vicinity; or is delinquent in filing or payment with the Regional Income Tax Agency (RITA); or has exceeded the limitation set forth in § 705.06. Conditions interfering with use and enjoyment of properties within the vicinity of a short-term rental include, but are not limited to:

(1) Noise audible beyond the boundary of the property on which the short-term rental is located;

(2) Occupancy by a number of short-term rental users exceeding the maximum number included in the registration for the short-term rental;

(3) Parking of a number of motor vehicles exceeding the maximum number included in the registration for the short-term rental; or

(4) Uninvited entry of short-term rental occupants upon private property within 500 feet of the short-term rental.

(b) A violation of any of the conditions in § 705.08(a) shall result in progressive discipline:

(1) Upon the first violation, the registration for the short-term rental shall be terminated and the short-term rental host prohibited from re-registering for six months from the date of termination.

(2) Upon the second violation, the registration for the short-term rental shall be terminated and the short-term rental host prohibited from re-registering for one year from the date of termination.

(3) Upon the third violation, the registration for the short-term rental shall be terminated and the short-term rental host prohibited from re-registering at any time in the future.

705.99 PENALTIES.

(a) Whoever violates any provision of this chapter shall be guilty of an unclassified misdemeanor and shall be fined not more than $250. Upon subsequent convictions within a two year period, the penalty shall be an unclassified misdemeanor but the guilty party shall be fined not more than $1,000, in addition to any other penalties as imposed by this chapter.

Reynoldsburg
OHIO · 1839

STAFF REPORT
REYNOLDSBURG CITY COUNCIL

DATE: May 11, 2026

RE: An Ordinance to Approve Payment of Services Performed to the Auditors Certificate of Availability of Funds, and Declaring an Emergency

APPROVALS:

Joe Begeny
Shanette Strickland
Chris Shook
Mollie Prasher

EMERGENCY:

single-read emergency

REASON FOR EMERGENCY:

in order to pay an outstanding invoice from 2025

STAFF REPORT:

An Ordinance to Approve Payment of Services Performed to the Auditors Certificate of Availability of Funds, and Declaring an Emergency

WHEREAS, Council approved the budget for operations for the Police Department; and

WHEREAS, the City opened a Purchase Order in 2025 for services rendered by Minton Door Services and received services in 2025; however when invoiced, the company had changed ownership, names and EIN to Andrew D Miller DBA Miller Door Solutions, and could not cash checks under the previous name from the original purchase order; and
WHEREAS, the cost for services rendered is $14,572.85; and

WHEREAS, the City Auditor has certified that, at the time the purchase was made and at the present time, sufficient funds were available or in the process of collection, to the credit of the proper fund, properly appropriated, and free from any previous encumbrances; and

WHEREAS, the Ohio Revised Code (ORC) Section 5705.41 (D) grants to this Council the authority to approve payment for this purchase upon certification from the City's financial

representative that both were available at the time of the contract.

NOW, THEREFORE BE IT ORDAINED BY THE COUNCIL OF THE CITY OF REYNOLDSBURG, OHIO:

SECTION 1. That in accordance with ORC 5705.41(D) the following payment for services performed to the Auditor's Certificate shall be and is hereby approved:

Vendor: 12191 - Andrew D Miller DBA Miller Door Solutions (formerly Minton Door Services)
Description: Replacement of doors in the police station
Invoice Date: 12/17/2025
Invoice Number: 1719
Total Amount: $14,572.85
Account: 110.111.5361 Building Repair/Maintenance

SECTION 2. That this Ordinance is deemed to be an emergency measure necessary for the financial needs of the City in order to pay invoices and ORC 5705.41(D) requires that this Ordinance be passed within thirty days of its presentation to City Council. Therefore, upon adoption by Council, this Ordinance shall be in effect immediately upon signature by the Mayor.

THEN AND NOW CERTIFICATE

I, Shanette Strickland, Auditor and Fiscal Officer of the City of Reynoldsburg, do hereby certify that, as required by Ohio Revised Code 5705.41(D):

At the time the contract or obligation was incurred, and at the time of this certification, a sufficient sum was and is appropriated for the purpose of said contract or obligation and is in the treasury or in the process of collection to the credit of an appropriate fund, free from any previous encumbrances.

I further certify that the amount required to meet the obligation has been lawfully appropriated and is available for expenditure.

This certification is made in accordance with Section 5705.41(D) of the Ohio Revised Code for the purpose of enabling the legislative authority to authorize payment of the obligation commonly referred to as a "Then and Now Certificate."

Shanette Strickland

Shanette Strickland, Auditor

5-1-2026

Date

$ 14,572.85

Amount Certified

110.111.5361 Police Building Repair/Maintenance

Fund/Account Number(s)

#12191 - Andrew D Miller, DBA Miller Door Solutions

Vendor & Vendor Number

Description of Obligation: The City opened a Purchase Order in 2025 for services rendered by Minton Door Services and received services in 2025; however when invoiced, the company had changed ownership, names and EIN to Andrew D Miller DBA Miller Door Solutions, and cannot cash checks under the name from the original purchase order; and the cost of the expenses is $14,572.85

Ship To
City of Reynoldsburg-Police Department
7240 E. Main Street
REYNOLDSBURG, OH 43068

Bill To
City of Reynoldsburg-Police Department
7240 E. Main Street
REYNOLDSBURG, OH 43068

Purchase Order
No. 2026-00001219

DATE 04/28/2026

PURCHASE ORDER NUMBER MUST APPEAR ON ALL INVOICES, SHIPPERS, BILL OF LADING AND CORRESPONDENCE

VENDOR 12191 - DBA Miller Door Solutions

Contact
Andrew D Miller
12020 Collins Arbogast Rd
SOUTH VIENNA, OH 45369

DELIVER BY
SHIP VIA
FREIGHT TERMS
PAGE 1 of 1
ORIGINATOR: Michele Finkes

REFERENCE #

QUANTITY	UNIT	DESCRIPTION	UNIT COST	TOTAL COST
1.0000	Each	Building Repair/Maintenance - Miller Door Solutions - per Taggart 110.111.5361 - Building Repair/Maintenance 14,600.00	14,600.0000	$14,600.00
			TOTAL DUE	$14,600.00

Then + Now wrong Vendor

14572.85

AUDITOR'S CERTIFICATE
I certify that the funds for the above encumbrance have been appropriated and are in the treasury free from any obligation.

Shanette E. Strickland

Special Instructions

RECEIVED
APR 29 2026
Auditor's Office

Ship To City of Reynoldsburg-Police Department
7240 E. Main Street
REYNOLDSBURG, OH 43068

Bill To City of Reynoldsburg-Police Department
7240 E. Main Street
REYNOLDSBURG, OH 43068

Purchase Order
No. 2025-00002260

DATE 11/13/2025

VENDOR 555 - MINTON DOOR SERVICE, INC

Contact
MINTON DOOR SERVICE, INC
6465 SEEDS ROAD
GROVE CITY, OH 43123

PURCHASE ORDER NUMBER MUST APPEAR ON ALL INVOICES, SHIPPERS, BILL OF LADING AND CORRESPONDENCE

DELIVER BY
SHIP VIA
FREIGHT TERMS
PAGE **1 of 1**
ORIGINATOR: Cheryl Kristy

REFERENCE #

QUANTITY	UNIT	DESCRIPTION	UNIT COST	TOTAL COST
1.0000	Each	Building Repair/Maintenance - Employee Door Replacement 110.111.5361 - Building Repair/Maintenance 14,572.85	14,572.8500	$14,572.85

12/17

1719

Wrong PO

Pay

TOTAL DUE $14,572.85

AUDITOR'S CERTIFICATE
I certify that funds for the above encumbrance have been appropriated and are in the treasury free from any obligation.

Stephen M. Cisek

Special Instructions

RECEIVED
MAR 12 2026
Auditor's Office

INVOICE

Miller Door Solutions LLC
12020 Collins Arbogast Rd
South Vienna, OH 45369-9522

andymiller614@aol.com
+1 (614) 989-8361



Bill to
Reynoldsburg Joe Taggart
7240 E Main St
Reynoldsburg, Ohio 43068

Ship to
Reynoldsburg Joe Taggart
7240 E Main St
Reynoldsburg, Ohio 43068

Invoice details
Invoice no.: 1719
Invoice date: 12/17/2025

#	Date	Product or service	Description	Qty	Rate	Amount
1.		**Provide and Install**	PO# 25-2260: Police entrance pair doors: Replace the existing damaged Special Lite doors with new Special Lite doors and full mortise hinges. Doors will be manufactured to the same specifications and color as existing. Labor to replace the doors, transfer the existing hardware, and mag lock contacts is included in the price.	1	$14,572.85	$14,572.85

Total **$14,572.85**

Please send a check to the address on the invoice made out to Miller Door Solutions. Thank you for your business!

Approved for Payment

MAR 12 2026

Chief of Police or Designee

STAFF REPORT
REYNOLDSBURG CITY COUNCIL

DATE: May 11, 2026

RE: An Ordinance Appropriating Unencumbered Balances as of December 31, 2025, for Various Police Special Revenue Funds, Provided Revenue Funds Received During 2026 be Accepted, and Declaring an Emergency

APPROVALS:

Joe Begeny
Shanette Strickland
Chris Shook
Mollie Prasher

EMERGENCY:

single-read emergency

REASON FOR EMERGENCY:

to secure funding for 2026 PD expenses

STAFF REPORT:

AN ORDINANCE APPROPRIATING UNENCUMBERED BALANCES AS OF DECEMBER 31, 2025, FOR VARIOUS POLICE SPECIAL REVENUE FUNDS, PROVIDED REVENUE FUNDS RECEIVED DURING 2026 BE ACCEPTED, AND DECLARING AN EMERGENCY

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF REYNOLDSBURG, OHIO:

Section I: That the unencumbered balances as of December 31, 2025, in various Police Special Revenue Funds be appropriated to the proper associated accounts in the following manner:

$ 244,458.23 from the unappropriated Law Enforcement Fund (290) be appropriated to account
290.111.5529 Miscellaneous Distributions Law Enforcement Fund

$ 21,499.54 from the unappropriated Law Enforcement Fund (290) be appropriated to

account 290.111.5921 Immobilization Expenses Law Enforcement Fund

$ 50,979.70 from the unappropriated Drug Enforcement Fund (291) be appropriated to 291.111.5529 Miscellaneous Distributions Drug Enforcement Fund

$ 4,376.00 from the unappropriated Safety Belt Program Fund (292) be appropriated to 292.111.5529 Miscellaneous Distributions Safety Belt Program Fund

$ 24,969.52 from the unappropriated DUI/ Education/ Enforcement Fund (293) be appropriated to
293.111.5529 Miscellaneous Distributions DUI Education Fund

$ 19,936.88 from the unappropriated Federal Forfeiture Fund (294) be appropriated to 294.111.5529 Miscellaneous Distributions Federal Forfeiture Fund

$ 92,825.76 from the unappropriated Law Enforcement Asst. Fund (295) be appropriated to 295.111.5529 Miscellaneous Distributions Law Enforcement Assistance Fund

SECTION 2. That any revenues received by the City for the various funds referred to in Section 1, during the year 2026, shall be credited to the proper funds, to appropriate when requested by the Administration and approval of City Council.

SECTION 3. That this Ordinance is deemed to be an emergency measure necessary for the financial needs of the City's to secure the funds for use in 2026. Therefore, upon adoption by Council, this Ordinance shall be in effect immediately upon signature of the Mayor.

Reynoldsburg
OHIO · 1839

STAFF REPORT
REYNOLDSBURG CITY COUNCIL

DATE: May 11, 2026

RE: A Resolution Authorizing the Mayor to Enter into a Contract with Lumen Technologies for Fiber Service for the Reynoldsburg Police Department

APPROVALS:

Joe Begeny
Shanette Strickland
Chris Shook
Mollie Prasher

EMERGENCY:

REASON FOR EMERGENCY:

STAFF REPORT:

This contract is to connect Reynoldsburg Police Department to Gahanna with a high speed and low latency internet. This will greatly improve the experience we have with the new CAD/RMS product.

A RESOLUTION AUTHORIZING THE MAYOR TO ENTER INTO A CONTRACT WITH LUMEN TECHNOLOGIES FOR FIBER SERVICE TO THE REYNOLDSBURG POLICE DEPARTMENT

WHEREAS, the Reynoldsburg Police Department has a new CAD/RMS, an integrated software platform combining Computer-Aided Dispatch (CAD) and a Records Management System (RMS); and

WHEREAS, this technology will be used in conjunction with the City of Gahanna; and

WHEREAS, this contract will enhance the connection between the City of Reynoldsburg and the City of Gahanna to improve high speed and low latency internet; and

WHEREAS, the cost of these services was accounted for in the City's 2026 Budget; and

WHEREAS, the Mayor is authorized to enter into a contract with Lumen Technologies for a thirty-six month contract at a monthly rate of $1,042.96, totaling $37,546.56.

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF REYNOLDSBURG, OHIO:

SECTION 1. That the Mayor is hereby authorized to enter into a contract with Lumen Technologies for fiber services for the Reynoldsburg Police Department.

SECTION 2. That the contract is for a thirty-six month term at a cost of $1,042.96 per month totaling $37,46.56 and shall be paid from account number 110.584.5366 Computer Maintenance.

SECTION 3. This Resolution will be effective immediately upon passage by Council and the signature of the Mayor.

Customer Information and Contract Specifications

Customer Name: City of Reynoldsburg
Account Number: 2-PDXMJM

Currency: USD
Monthly Recurring Charges (MRC): $1,042.96
Non Recurring Charges (NRC): 0

Service Order

Service Address	Description	Order Type	Term (Months)	Qty	Unit MRC	Unit NRC	Total MRC	Total NRC	Country
825 TECH CENTER DR GAHANNA OHIO 43230 6653 UNITED STATES	**UNI - 1 Gbps** - Delivery to the MPoE - Building Extension to customer suite NOT included - Service Level = 24x7x4 - UNI Type = Transparent	New	36	1	$250.00	$0.00	$250.00	$0.00	USA
	Subtotal						**$250.00**	**$0.00**	
7240 E MAIN ST REYNOLDSBURG OHIO 43068 2014 UNITED STATES 825 TECH CENTER DR GAHANNA OHIO 43230 6653 UNITED STATES	**E-Line - EVC EPL 200 Mbps** - Class = Dedicated	New	36	1	$454.96	$0.00	$454.96	$0.00	USA
	Subtotal						**$454.96**	**$0.00**	
7240 E MAIN ST REYNOLDSBURG OHIO 43068 2014 UNITED STATES	**UNI - 1 Gbps** - Delivery to the MPoE - Building Extension to customer suite NOT included - Service Level = 24x7x4 - UNI Type = Transparent	New	36	1	$338.00	$0.00	$338.00	$0.00	USA
	Subtotal						**$338.00**	**$0.00**	
	Totals						**$1,042.96**	**$0.00**	

*If the Service Address column above is blank, no Service Address is required for the Service or the Service Address is identified as a data center in the Description column.

SLED Terms and Conditions Governing This Order

1.“Lumen” is defined for purposes of this Order as CenturyLink Communications, LLC d/b/a Lumen Technologies Group or its affiliated entities providing Services under this Order. The Lumen entity providing Services is identified on the invoice. This Order is subject to the applicable state or municipal public records laws governing Customer and is non-binding until accepted by Lumen, as set forth in section 4. Customer places this Order by signing or otherwise acknowledging (in a manner acceptable to Lumen) this document and returning it to Lumen. Pricing is valid for 90 calendar days from the date indicated unless otherwise specified.

2. Prior to installation, Lumen may notify Customer in writing (including by e-mail) of price increases due to off-net vendors or increased construction costs. Customer has 5 business days following notice to cancel this Order without liability; or otherwise, Customer is deemed to accept the increase.

3. If a generic demarcation point (such as a street address) is provided, the demarcation point for on-net services will be Lumen’s Minimum Point of Entry (MPOE) at such location (as determined by Lumen). Off-net demarcation points will be the off-net vendor's MPOE. If this Order identifies aspects of services that are procured by Customer directly from third parties, Lumen is not liable for such services.

4. The service(s) identified in this Order (the “Service(s)”) is/are subject to the current, unexpired services agreement between Customer and Lumen (“Existing Agreement") provided if a service attachment describing the Services is not included in the Existing Agreement, then the current standard applicable Lumen Service Attachment(s) will apply in addition to the Existing Agreement. If Customer and Lumen do not have a current Existing Agreement,Services are subject to Lumen’s standard Master Service Agreement(s), State, Local and Education Government Agencies Version, Public Safety Version for public safety services, or E-Rate Version for E-Rate eligible services (each, a “Lumen MSA”), and applicable Service Attachment(s) for the Services described in this Order will govern, copies of which are available at https://www.lumen.com/en-us/about/legal/business-customer-terms-conditions.html or upon request, unless Customer has executed a service agreement with Lumen or one of its affiliates applicable to the Services on this Order. In that case, the most recent service agreement will apply to the extent not inconsistent with this Order and the current Service Schedule(s) will apply and is/are specifically incorporated into the applicable agreement by this reference. Customer will accept and pay all charges indicated on invoices for the Services.

Notwithstanding anything to the contrary, Lumen will notify Customer of acceptance of requested Service in this Order by delivering (in writing or electronically) the date by which Lumen will install Service (the “Customer Commit Date”), by delivering the Service, or by the manner described in a Service Schedule. Lumen will deliver a written or electronic notice that the Service is provisioned, at which time billing will commence. At the expiration of the Service Term, Service will continue month-to-month at the existing rates, subject to change by Lumen on 30 days’ written notice. If the service agreement or applicable service specific terms do not include cancellation or early termination charges and if Customer cancels or terminates Service for any reason other than Lumen’s uncured default or if Lumen cancels or terminates or cause, then Customer will pay Lumen’s standard cancellation or early termination liability charges in the current standard Lumen MSA.

5. Neither party will be liable for any damages for lost profits, lost revenues, loss of goodwill, loss of anticipated savings, loss of data or cost of purchasing replacement service, or any indirect, incidental, special, consequential, exemplary or punitive damages arising out of the performance or failure to perform under this Order. Customer's sole remedies for any nonperformance, outages, failures to deliver or defects in Service are contained in the service levels applicable to the affected Service.

6. Transport services ordered from Lumen will be treated as interstate for regulatory purposes except as otherwise agreed

to in writing.

7. Charges for certain Services are subject to (a) a monthly property tax surcharge and (b) a monthly cost recovery fee per month to reimburse Lumen for various governmental taxes and surcharges. Such charges are subject to change by Lumen and will be applied regardless of whether Customer has delivered a valid tax exemption certificate. For additional details on taxes and surcharges that are assessed, visit http://www.lumen.com/taxes.

8. Unless otherwise set forth in a Service Attachment, Customer will pay Lumen's standard ancillary charges for expedites and additional activities, features, or options as set forth in the Ancillary Fee Schedule, available at http://www.lumen.com/ancillary-fees. If Lumen cannot complete installation due to Customer delay or inaction, Lumen may begin charging Customer and Customer will pay such charges.

9. For colocation, data center and/or hosting services, pre-arranged escorted access may be required at certain locations, and cross connect services are subject to whether facilities are available at the particular location to complete the connection.

10. Compliance with Laws. The parties comply with all laws and regulations applicable to the execution of this Order and to the provision of Services by Lumen, including, as applicable, procurement laws or regulations regarding cumulative purchases of Services by Customer.

11. E-Rate and/or RHC/HCF Funding. If Customer applies for or seeks E-Rate and/or RHC/HCF funding for the Service(s) to be provided under this Order, Customer's Service(s) will be governed by a current eligible Existing Agreement, or if Customer and Lumen do not have a current eligible Existing Agreement, the Lumen E-Rate MSA or Lumen SLED MSA with the E-Rate and/or RHC/HCF Program Addendum will apply and must be executed contemporaneously with this Order.

12. If your network service utilizes TDM technologies, then the following applies: (a) During the Service Term and on 60 days' prior written notice, Lumen may re-provision Customer's off-net TDM services ("Service Re-provision"). If Customer objects to the Service Re-provision, Customer may terminate the affected service by notifying Lumen in writing within 30 days of the date of the Service Re-provision notification; and (b) During the Service Term, Lumen may increase rates for off-net TDM services. Lumen will provide Customer 60 days' prior written notice before implementing the increase ("Rerate Notice"). If Customer objects to the increase, Customer must notify Lumen in writing within 30 days of the date of the Rerate Notice whether Customer will (i) receive the affected service on a month-to-month basis or (ii) terminate the affected service, subject to early termination liability charges. Under subsection (ii), Customer's requested disconnect date must be within 90 days of the Rerate Notice. Unless Customer so notifies Lumen, the affected service will continue to be provided at the increased rates. If Customer does not respond to the Rerate Notice, the affected service will continue to be provided at the increased rates set forth in the Rerate Notice.

13. Infrastructure Investment and Jobs Act (IIJA) Grant Programs. If Customer participates in an IIJA program, including but not limited to, the Middle Mile Grant, Tribal Connectivity Broadband, and the Broadband Equity Access and Deployment (BEAD) Grant Programs, then Customer cannot pay for Services with funds obtained through the IIJA or other similar grants that would obligate Lumen to provide certain information or perform certain regulatory compliance functions, unless each of those functions and obligations is explicitly identified and agreed to by the parties in the Agreement or in an amendment to the Agreement.

Additional Order Terms

Invoices

Single prices shown above for bundled Services, or for Services provided at multiple locations, will be allocated among the individual services for the purpose of applying Taxes and regulatory fees and also may be divided on Customer's invoice by location served.

Activation Support
If requested by Customer, and for an additional charge, Lumen will provide assistance with activating and/or configuring equipment on Customer's side of the Demarcation Point ("Activation Support").

Multiple Site Services (IP VPN, ILAN, NLAN, ENLAN, Converged, Multi-VPN/VPN Connector, UNI, E-Line, E-Access, E-LAN and E-NNI)
Billing for multiple site Services will commence on the Service Date for each individual node or site. Customer networks should be engineered so that a hub-site and at least one other site are brought online first and on the same date.

Notwithstanding the foregoing, billing for E-NNI Service locations will commence when the E-NNI Service has been successfully installed and is available for Customer's use regardless of the status of other sites or configurations.

Equipment Recovery
Upon termination of a Service for any reason, Lumen or its representative will contact Customer to schedule a mutually acceptable time and date for retrieval of Lumen Equipment located on Customer's premises. Alternatively, Lumen may request that Customer package Lumen Equipment and return it, at Lumen's cost, to a location identified by Lumen. If Customer does not provide Lumen with access to its premises to allow Lumen to recover the Lumen Equipment within 30 days following Lumen's contact, or if Customer does not ship the Lumen Equipment to Lumen within the 30 days, then Lumen may charge Customer and Customer will pay for the replacement cost of such Equipment.

Signature Block

Customer: City of Reynoldsburg
Total MRC: $1,042.96 **Total NRC: 0**
Signature:
Name:
Title:
Date:

Customer and the individual signing above represent that such individual has the authority to bind Customer to this Agreement.

Document Generation Date: 03-30-2026

STAFF REPORT
REYNOLDSBURG CITY COUNCIL

DATE: May 11, 2026

RE: An Ordinance to Amend Chapter 949.07 Water Meter and Reading Equipment Service Fees of the Codified Ordinances for the City of Reynoldsburg, Ohio

APPROVALS:

Mollie Prasher
Joe Begeny
Shanette Strickland
Chris Shook
William Dorman

EMERGENCY:

REASON FOR EMERGENCY:

STAFF REPORT:

An Ordinance to Amend Chapter 949.07 Water Meter and Reading Equipment Service Fees of the Codified Ordinances for the City of Reynoldsburg, Ohio

WHEREAS, the cost of water meters, and other related equipment, has increased, causing the need to increase the cost of the City's meter fees; and

WHEREAS, Section 949.07 Water Meter and Reading Equipment Service Fees shall be changed to reflect the new costs and be consistent with current Rules and Regulations.

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF REYNOLDSBURG, OHIO:

SECTION 1. That Chapter 949.07 Water Meter and Reading Equipment Service Fees of the Codified Ordinances for the City of Reynoldsburg be and is hereby amended as follows:

949.07 WATER METER AND READING EQUIPMENT SERVICE FEES.

~~When a~~ A permit is issued for a water service connection, a change in meter size, and/or an upgrade to a service line. All meters up to, and including one and one-half inch, ~~The meter~~ shall be installed by the City ~~on all meters and accessories, up to, and including one and one-half inch~~.

Where a meter is two inches or larger, the meter shall be installed by the applicant, under the inspection and approval of the Water Department. Maintenance of such equipment shall be the sole responsibility of the property owner, and shall be repaired or replaced as deemed necessary by the City's Water Department.

The fees on meters and accessories shall be (including 10% cost for inflation):

Meter Size	*Meter Costs	MXU Single Port	MXU Dual Port	Touchpad	Communication Wire
5/8 x ½ I-Pearl	$359.62	$162.80	$231.00	$32.18	$36.85
5/8 x ¾ I-Pearl	$324.23				
1" I-Pearl	$407.83				
1.5" OMNI C2	$1,587.03				
2" OMNI C2	$1,870.83				
3" OMNI C2	$2,153.53				
4" OMNI C2	$3,344.83				
6" OMNI C2	$5,775.83				
8" OMNI C2	$10,252.83				
10" OMNI C2	$13,228.33				
1 ½" Cordonel	$2,178.83				
2" Cordonel	$2,448.33				
3" Cordonel	$2,915.83				
4" Cordonal	$4,626.33				

*Initial meter cost/purchase includes all associated equipment (Touchpad, MXU, wiring, etc.).

All meters, larger than ten (10”) inches, shall be a special order (subject to pricing at time of order).

All meters, greater than two (2”) inches, shall be purchased from the City and shall be the responsibility of the property owner to install (licensed contractor with the City).

All water meters shall be maintained by, and remain the property of, the City of Reynoldsburg.

SECTION 2. That existing Section 949.07 Water Meter Service Fee be and is hereby amended.

SECTION 3. That, upon adoption by Council, this Ordinance shall be in effect July 1, 2026 following the signature of the Mayor.

Meter Size	***Meter Costs**	**MXU**		**Touchpad**	**Communication Wire**
		Single Port	**Dual Port**		
5/8 x ½ I-Pearl	$359.62	$162.80	$231.00	$32.18	$36.85
5/8 x ¾ I-Pearl	$324.23				
1” I-Pearl	$407.83				
1.5” OMNI C2	$1,587.03				
2” OMNI C2	$1,870.83				
3” OMNI C2	$2,153.53				
4” OMNI C2	$3,344.83				
6” OMNI C2	$5,775.83				
8” OMNI C2	$10,252.83				
10” OMNI C2	$13,228.33				
1 ½” Cordonel	$2,178.83				
2” Cordonel	$2,448.33				
3” Cordonel	$2,915.83				
4” Cordonal	$4,626.33				

STAFF REPORT
REYNOLDSBURG CITY COUNCIL

DATE: May 11, 2026

RE: An Ordinance to Approve Payment of Services Performed to the Auditor's Certificate of Availability of Funds, and Declaring an Emergency

APPROVALS:

Joe Begeny
Shanette Strickland
Chris Shook
Mollie Prasher

EMERGENCY:

single-read emergency

REASON FOR EMERGENCY:

in order to pay a passed due invoice

STAFF REPORT:

An Ordinance to Approve Payment of Services Performed to the Auditor's Certificate of Availability of Funds, and Declaring an Emergency

WHEREAS, Council approved the budget for operations for the Water Department; and

WHEREAS, the City opened a purchase order in January 2026, for services rendered by Gemini Group, LLC; however, when invoiced, the purchase order was opened using the wrong company; and

WHEREAS, the cost of the expenses is $11,474.10; and

WHEREAS, the City Auditor has certified to this Council that at the time the purchase was made, and at the present time, sufficient funds were available or in the process of collection, to the credit of the proper fund, properly appropriated, and free from any previous encumbrances; and

WHEREAS, the Ohio Revised Code (ORC) Section 5705.41 (D) grants to this Council the

authority to approve payment for this purchase upon certification from the City's financial representative that both were available at the time of the contract.

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF REYNOLDSBURG, OHIO:

SECTION 1. That in accordance with ORC 5705.41(D) the following payment for services performed to the Auditor's Certificate shall be and is hereby approved:

Vendor: 12475 – Gemini Group Consulting, LLC
Description: services and publications provided to meet EPA regulations
Invoice Date: 03/13/2026
Invoice Number: 2668
Total Amount: $11,474.10
Account: 710.735.5339 – Water Miscellaneous Contract Services

SECTION 2. That this Ordinance is deemed to be an emergency measure necessary for the financial needs of the City in order to pay invoices and ORC 5705.41(D) requires that this Ordinance be passed within thirty days of its presentation to City Council. Therefore, upon adoption by Council, this Ordinance shall be in effect immediately following the signature of the Mayor.

THEN AND NOW CERTIFICATE

I, Shanette Strickland, Auditor and Fiscal Officer of the City of Reynoldsburg, do hereby certify that, as required by Ohio Revised Code 5705.41(D):

At the time the contract or obligation was incurred, and at the time of this certification, a sufficient sum was and is appropriated for the purpose of said contract or obligation and is in the treasury or in the process of collection to the credit of an appropriate fund, free from any previous encumbrances.

I further certify that the amount required to meet the obligation has been lawfully appropriated and is available for expenditure.

This certification is made in accordance with Section 5705.41(D) of the Ohio Revised Code for the purpose of enabling the legislative authority to authorize payment of the obligation commonly referred to as a "Then and Now Certificate."

Shanette Strickland — 5-5-2026

Shanette Strickland, Auditor — Date

$ 11,474.10 — Amount Certified

710.735.5339 Misc Contract Services - Water — Fund/Account Number(s)

#12475 Gemini Group Consulting, LLC — Vendor & Vendor Number

2026-00001298 — Purchase Order Number

Description of Obligation: The City opened a purchase order to vendor 650-Gemini Group, LLC on January 1, 2026 for Services and publications provided to meet EPA regulations. Upon receipt of the invoice, it was recognized that that the wrong vendor was utilized so the original PO has been closed and a new purchase order opened in its place.

Ship To
City of Reynoldsburg-Water Plant
1615 Truro Avenue
REYNOLDSBURG, OH 43068

Bill To
City of Reynoldsburg-Water Plant
1615 Truro Avenue
REYNOLDSBURG, OH 43068

Purchase Order
No. 2026-00000309

DATE 01/22/2026

VENDOR 650 - GEMINI GROUP LLC

Reprint Purchase Order

PURCHASE ORDER NUMBER MUST APPEAR ON ALL INVOICES, SHIPPERS, BILL OF LADING AND CORRESPONDENCE

Contact
GEMINI GROUP LLC
6 Liberty Square Box 6189
BOSTON, MA 02109

DELIVER BY
SHIP VIA
FREIGHT TERMS
PAGE **1 of 1**
ORIGINATOR: Cassandra Grant

REFERENCE #

QUANTITY	UNIT	DESCRIPTION	STATUS	UNIT COST	TOTAL COST
1.0000	Each	Publications - Water - 2026 CCRs 710.735.5323 - Publications 15,000.00	Open	15,000.0000	$15,000.00

Total Cost	**$15,000.00**
Amount Voided	**$0.00**
Amount Expensed	**$0.00**
Amount Encumbered	**$15,000.00**
Amount Discounted	**$0.00**
Amount Remaining	**$15,000.00**

02.11.2026 #: 216168 $11,474.10

Wrong Vendor

Subtotal: $11,474.10

Total This PO: $11,474.10

Approved: Pah

Date: 4-27-26

SUBTOTAL	$15,000.00
X	$0.00
IE	$15,000.00

AUDITOR'S CERTIFICATE
I certify that the funds for the above encumbrance have been appropriated and are in the treasury free from any obligation.
Shanette E. Strickland

Special Instructions

DO NOT CLOSE (Please) Yet.

RECEIVED
APR 27 2026
Auditor's Office

Gemini Group Consulting LLC
301 S. McDowell Street, Suite 125-1741
Charlotte, NC 28204 US
info@geminiwatergroup.com

GEMINI WATER
COMPLIANCE SIMPLIFIED

BILL TO
City of Reynoldsburg
7232 E. Main St.
Reynoldsburg, OH 43068
United States

SHIP TO
Front Desk
City of Reynoldsburg
7232 E. Main St.
Reynoldsburg, OH 43068
United States

INVOICE 2668

DATE 02/11/2026 **TERMS** Net 30

DUE DATE 03/13/2026

WOOCOMMERCE #
2668

DATE	ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
	WHITE GLOVE with PRINTED A STYLE REPORT	WHITE GLOVE with PRINTED A STYLE REPORT	1	0.00	0.00
	White Glove A Style Bundle	White Glove A Style Bundle	1	5,962.00	5,962.00
	Printed Reports - Tri-Fold A	Printed Reports - Tri-Fold A	3,000	0.13	390.00
	No Reports Mailed to Customers	No Reports Mailed to Customers	1	0.00	0.00
	No Postcards Mailed to Customers	No Postcards Mailed to Customers	1	0.00	0.00
	ADA Compliance Services	ADA Compliance Services	1	589.00	589.00
	Web Hosting & E-Book	Web Hosting & E-Book	1	214.00	214.00
	White Glove - Good Faith Delivery - Meet State Requirements	White Glove - Good Faith Delivery - Meet State Requirements	1	0.00	0.00
	Report Translation & Printed A Tri-Fold Translated Reports	Report Translation & Printed A Tri-Fold Translated Reports	1	2,059.00	2,059.00
	Report Translation & Printed A Tri-Fold Translated Reports	Report Translation & Printed A Tri-Fold Translated Reports	1	2,059.00	2,059.00
	No Rush Delivery	No Rush Delivery	1	0.00	0.00
	Custom Graphic Design	Custom Graphic Design	1	0.00	0.00
	Woocommerce Shipping Item	Shipping (Shipping Cost)		201.10	201.10

Deliver to the Front Desk

TOTAL DUE	USD 11,474.10

Ship To
City of Reynoldsburg-Water Plant
1615 Truro Avenue
REYNOLDSBURG, OH 43068

Bill To
City of Reynoldsburg-Water Plant
1615 Truro Avenue
REYNOLDSBURG, OH 43068

Purchase Order
No. 2026-00001298

DATE 04/30/2026

VENDOR 12475 - Gemini Group Consulting, LLC

Reprint Purchase Order

Contact
Gemini Group Consulting, LLC
301 South McDowell Street, Sutie 125-174
CHARLOTTE, NC 28204

PURCHASE ORDER NUMBER MUST APPEAR ON ALL INVOICES, SHIPPERS, BILL OF LADING AND CORRESPONDENCE

DELIVER BY
SHIP VIA
FREIGHT TERMS
PAGE **1 of 1**
ORIGINATOR: Cassandra Grant

REFERENCE #

QUANTITY	UNIT	DESCRIPTION	STATUS	UNIT COST	TOTAL COST
1.0000	Each	Miscellaneous Contract Services - Water - 2026 CCRs Professional/Consultant Service Contracts that do not represent a significant expenditure of funds and are not properly defined by any of the specific accounts within the Services category of expense. 710.735.5339 - Misc Contract Services 11,474.10 **Total Cost $11,474.10** **Amount Voided $0.00** **Amount Expensed $0.00** **Amount Encumbered $11,474.10** **Amount Discounted $0.00** **Amount Remaining $11,474.10**	Open	11,474.1000	$11,474.10
02.11.2026		#: 26668		#11,474.10	
		Then + Now wrong vendor		Subtotal: #11,474.10	
		Approved: Pah Date: 5-1-26			Total This PO: #11,474.10

SUBTOTAL	$11,474.10
X	$0.00
E	$11,474.10

AUDITOR'S CERTIFICATE
I certify that the funds for the above encumbrance have been appropriated and are in the treasury free from any obligation.
Shanette E. Strickland

Special Instructions
CLOSE
(Please)

RECEIVED
MAY 04 2026
Auditor's Office

Gemini Group Consulting LLC
301 S. McDowell Street, Suite 125-1741
Charlotte, NC 28204 US
info@geminiwatergroup.com

GEMINI WATER
COMPLIANCE SIMPLIFIED

BILL TO
City of Reynoldsburg
7232 E. Main St.
Reynoldsburg, OH 43068
United States

SHIP TO
Front Desk
City of Reynoldsburg
7232 E. Main St.
Reynoldsburg, OH 43068
United States

INVOICE 2668

DATE 02/11/2026 TERMS Net 30

DUE DATE 03/13/2026

WOOCOMMERCE #
2668

DATE	ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
	WHITE GLOVE with PRINTED A STYLE REPORT	WHITE GLOVE with PRINTED A STYLE REPORT	1	0.00	0.00
	White Glove A Style Bundle	White Glove A Style Bundle	1	5,962.00	5,962.00
	Printed Reports - Tri-Fold A	Printed Reports - Tri-Fold A	3,000	0.13	390.00
	No Reports Mailed to Customers	No Reports Mailed to Customers	1	0.00	0.00
	No Postcards Mailed to Customers	No Postcards Mailed to Customers	1	0.00	0.00
	ADA Compliance Services	ADA Compliance Services	1	589.00	589.00
	Web Hosting & E-Book	Web Hosting & E-Book	1	214.00	214.00
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	Report Translation & Printed A Tri-Fold Translated Reports	Report Translation & Printed A Tri-Fold Translated Reports	1	2,059.00	2,059.00
	No Rush Delivery	No Rush Delivery	1	0.00	0.00
	Custom Graphic Design	Custom Graphic Design	1	0.00	0.00
	Woocommerce Shipping Item	Shipping (Shipping Cost)		201.10	201.10

Deliver to the Front Desk

TOTAL DUE	USD 11,474.10

Reynoldsburg
OHIO · 1839

STAFF REPORT
REYNOLDSBURG CITY COUNCIL

DATE: May 11, 2026

RE: An Ordinance Authorizing the Mayor to Enter into a Contract to Purchase a Chevrolet Equinox EV for the Building Department and Appropriating Funds Therefor

APPROVALS:

Joe Begeny
Shanette Strickland
Chris Shook
Mollie Prasher

EMERGENCY:

REASON FOR EMERGENCY:

STAFF REPORT:

AN ORDINANCE AUTHORIZING THE MAYOR TO ENTER INTO A CONTRACT TO PURCHASE A CHEVROLET EQUINOX EV FOR THE BUILDING DEPARTMENT AND APPROPRIATING FUNDS THEREFOR

WHEREAS, the Building Department has determined that the City needs to purchase an additional vehicle; and

WHEREAS, City Council hereby authorizes the Mayor to purchase said vehicles, and further authorizes the Mayor to execute any documentation necessary to effectuate said purchase.

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF REYNOLDSBURG, OHIO:

SECTION 1. That the Mayor be and is hereby authorized to purchase a Chevrolet Equinox EV and execute any documentation necessary to effectuate said purchase.

SECTION 2. That an amount of $36,795.00 shall be appropriated from the unappropriated General Fund (110) and appropriated to the unappropriated account number 110.479.5632 Motor Vehicles.

SECTION 3. That these same funds will be reimbursed as part of the Northeast Ohio Public Energy Council (NOPEC) Aggregation Grant Program and deposited into the General Fund (110).

SECTION 54. That upon adoption by Council, this Ordinance shall be in effect thirty days following the signature of the Mayor.

Vehicle: [Retail] 2026 Chevrolet Equinox EV (1MB48) 4dr LT1 w/PCY (✓ Complete)

Quote Worksheet

		MSRP
Base Price		$34,995.00
Dest Charge		$1,800.00
Total Options		$0.00
	Subtotal	**$36,795.00**
	Subtotal Pre-Tax Adjustments	**$0.00**
Less Customer Discount		$0.00
	Subtotal Discount	**$0.00**
Trade-In		$0.00
Excluded from Sales Tax	**Subtotal Trade-In**	**$0.00**
	Taxable Price	**$36,795.00**
Sales Tax		$0.00
	Subtotal Taxes	**$0.00**
	Subtotal Post-Tax Adjustments	**$0.00**
	Total Sales Price	**$36,795.00**

Dealer Signature / Date

Customer Signature / Date

This document contains information considered Confidential between GM and its Clients uniquely. The information provided is not intended for public disclosure. Prices, specifications, and availability are subject to change without notice, and do not include certain fees, taxes and charges that may be required by law or vary by manufacturer or region. Performance figures are guidelines only, and actual performance may vary. Photos may not represent actual vehicles or exact configurations. Content based on report preparer's input is subject to the accuracy of the input provided.
Data Version: 27940. Data Updated: Mar 9, 2026 1:48:00 AM UTC.

Vehicle: [Retail] 2026 Chevrolet Equinox EV (1MB48) 4dr LT1 w/PCY (✓ Complete)

Selected Model and Options

MODEL

CODE	MODEL	MSRP
1MB48	2026 Chevrolet Equinox EV 4dr LT1 w/PCY	$34,995.00

COLORS

CODE	DESCRIPTION
GAZ	Summit White

EMISSIONS

CODE	DESCRIPTION	FRONT WEIGHT	REAR WEIGHT	MSRP
FE9	Emissions, Federal requirements (Not available with FDR/FBC/FLS/FNR/FRC/FGO/TSC/TSR/TSM order types. These order types require (YF5) California state emissions requirements or (NE1) emissions and (NC7) emissions.)	0.00 lbs	0.00 lbs	$0.00

REQUIRED OPTION

CODE	DESCRIPTION	FRONT WEIGHT	REAR WEIGHT	MSRP
FWD	Propulsion, front wheel drive (STD)	0.00 lbs	0.00 lbs	$0.00

ENGINE

CODE	DESCRIPTION	FRONT WEIGHT	REAR WEIGHT	MSRP
EN0	Engine, none (STD)	0.00 lbs	0.00 lbs	$0.00

TRANSMISSION

CODE	DESCRIPTION	FRONT WEIGHT	REAR WEIGHT	MSRP
MF1	Transmission, none (electric drive unit) (STD)	0.00 lbs	0.00 lbs	$0.00

PREFERRED EQUIPMENT GROUP

CODE	DESCRIPTION	FRONT WEIGHT	REAR WEIGHT	MSRP
2LT	LT Preferred Equipment Group includes standard equipment	0.00 lbs	0.00 lbs	$0.00

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Data Version: 27940. Data Updated: Mar 9, 2026 1:48:00 AM UTC.

Vehicle: [Retail] 2026 Chevrolet Equinox EV (1MB48) 4dr LT1 w/PCY (✓ Complete)

MODEL OPTION

CODE	DESCRIPTION	FRONT WEIGHT	REAR WEIGHT	MSRP
PCY	LT 1 (Required on LT w/PCY trim. Includes standard equipment.)	0.00 lbs	0.00 lbs	$0.00

WHEELS

CODE	DESCRIPTION	FRONT WEIGHT	REAR WEIGHT	MSRP
REH	Wheels, 19" (48.3cm) (STD)	0.00 lbs	0.00 lbs	$0.00

TIRES

CODE	DESCRIPTION	FRONT WEIGHT	REAR WEIGHT	MSRP
QLU	Tires, 245/55R19 all-season blackwall (STD)	0.00 lbs	0.00 lbs	$0.00

PAINT

CODE	DESCRIPTION	FRONT WEIGHT	REAR WEIGHT	MSRP
GAZ	Summit White	0.00 lbs	0.00 lbs	$0.00

SEAT TYPE

CODE	DESCRIPTION	FRONT WEIGHT	REAR WEIGHT	MSRP
AR9	Seats, front bucket (STD)	0.00 lbs	0.00 lbs	$0.00

SEAT TRIM

CODE	DESCRIPTION	FRONT WEIGHT	REAR WEIGHT	MSRP
EKV	Black, Cloth seat trim	0.00 lbs	0.00 lbs	$0.00
	Options Total	**0.00 lbs**	**0.00 lbs**	**$0.00**

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Data Version: 27940. Data Updated: Mar 9, 2026 1:48:00 AM UTC.

Vehicle: [Retail] 2026 Chevrolet Equinox EV (1MB48) 4dr LT1 w/PCY (✓ Complete)

Optional Equipment

NOTE				
CODE	**DESCRIPTION**	**FRONT WEIGHT**	**REAR WEIGHT**	**MSRP**
**	** FEATURE AVAILABILITY WILL CHANGE THROUGHOUT THE MODEL YEAR. SEE THE WINDOW LABEL OF A SPECIFIC VEHICLE TO DETERMINE ITS CONTENT. **	0.00 lbs	0.00 lbs	$0.00
EMISSIONS				
CODE	**DESCRIPTION**	**FRONT WEIGHT**	**REAR WEIGHT**	**MSRP**
FE9	Emissions, Federal requirements (Not available with FDR/FBC/FLS/FNR/FRC/FGO/TSC/TSR/TSM order types. These order types require (YF5) California state emissions requirements or (NE1) emissions and (NC7) emissions.)	0.00 lbs	0.00 lbs	$0.00
NB9	Emissions override, state-specific (for dealers ordering vehicles in (YF5) or (NE1) emission states - Massachusetts, New York, Oregon, Vermont, and Washington state) (Allows a California dealer (YF5 emissions) to order (NE1) emissions with (NB9) emissions override code for registration in (NE1) states; or, a Massachusetts, New York, Oregon, Vermont, and Washington state dealer (NE1 emissions) to order (YF5) emissions with (NB9) emissions override code for registration in California.)	0.00 lbs	0.00 lbs	$0.00
NC7	Emissions override, Federal (for vehicles ordered by dealers in Federal emission states with (YF5) or (NE1) emissions - Arizona, Connecticut, Idaho, New Jersey, Nevada, New Hampshire, Pennsylvania, Rhode Island, and Utah) (Requires (YF5) California state emissions requirements or (NE1) emission states Massachusetts, New York, Oregon, Vermont, or Washington state emissions requirements.)	0.00 lbs	0.00 lbs	$0.00
NE1	Emissions, Massachusetts, New York, Oregon, Vermont, and Washington state	0.00 lbs	0.00 lbs	$500.00
YF5	Emissions, California state requirements	0.00 lbs	0.00 lbs	$500.00
REQUIRED OPTION				
CODE	**DESCRIPTION**	**FRONT WEIGHT**	**REAR WEIGHT**	**MSRP**
FWD	Propulsion, front wheel drive (STD)	0.00 lbs	0.00 lbs	$0.00
XRD	Propulsion, dual motor all-wheel drive (AWD) (Requires (Y19) Comfort Package.)	0.00 lbs	0.00 lbs	$3,300.00

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Data Version: 27940. Data Updated: Mar 9, 2026 1:48:00 AM UTC.

Vehicle: [Retail] 2026 Chevrolet Equinox EV (1MB48) 4dr LT1 w/PCY (✓ Complete)

ENGINE				
CODE	**DESCRIPTION**	**FRONT WEIGHT**	**REAR WEIGHT**	**MSRP**
EN0	Engine, none (STD)	0.00 lbs	0.00 lbs	$0.00
TRANSMISSION				
CODE	**DESCRIPTION**	**FRONT WEIGHT**	**REAR WEIGHT**	**MSRP**
MF1	Transmission, none (electric drive unit) (STD)	0.00 lbs	0.00 lbs	$0.00
PREFERRED EQUIPMENT GROUP				
CODE	**DESCRIPTION**	**FRONT WEIGHT**	**REAR WEIGHT**	**MSRP**
2LT	LT Preferred Equipment Group includes standard equipment	0.00 lbs	0.00 lbs	$0.00
MODEL OPTION				
CODE	**DESCRIPTION**	**FRONT WEIGHT**	**REAR WEIGHT**	**MSRP**
PCY	LT 1 (Required on LT w/PCY trim. Includes standard equipment.)	0.00 lbs	0.00 lbs	$0.00
WHEELS				
CODE	**DESCRIPTION**	**FRONT WEIGHT**	**REAR WEIGHT**	**MSRP**
Q84	Wheels, 19" (48.3 cm) Black painted aluminum (Included and only available with (WBL) Midnight Package.)	0.00 lbs	0.00 lbs	$0.00
REH	Wheels, 19" (48.3cm) (STD)	0.00 lbs	0.00 lbs	$0.00
RW8	21" Transit wheel (Required with (VSF) 21" (53.3 cm) Tech Bronze wheels, LPO and (VSJ) 21" (53.3 cm) Gloss Black wheels, LPO)	0.00 lbs	0.00 lbs	$0.00
TIRES				
CODE	**DESCRIPTION**	**FRONT WEIGHT**	**REAR WEIGHT**	**MSRP**
QLT	Tires, 275/40R21 all-season blackwall, self sealing (Included and only available with (VSF/VSJ) 21" LPO Wheels.)	0.00 lbs	0.00 lbs	$0.00
QLU	Tires, 245/55R19 all-season blackwall (STD)	0.00 lbs	0.00 lbs	$0.00
PAINT				
CODE	**DESCRIPTION**	**FRONT WEIGHT**	**REAR WEIGHT**	**MSRP**
GAZ	Summit White	0.00 lbs	0.00 lbs	$0.00

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Vehicle: [Retail] 2026 Chevrolet Equinox EV (1MB48) 4dr LT1 w/PCY (✓ Complete)

PAINT

CODE	DESCRIPTION	FRONT WEIGHT	REAR WEIGHT	MSRP
GBA	Black	0.00 lbs	0.00 lbs	$0.00
GJV	Riptide Blue Metallic	0.00 lbs	0.00 lbs	$0.00
GJY	Galaxy Gray Metallic	0.00 lbs	0.00 lbs	$0.00
GNT	Radiant Red Tintcoat (Extra cost.)	0.00 lbs	0.00 lbs	$495.00
GXD	Sterling Gray Metallic	0.00 lbs	0.00 lbs	$0.00

SEAT TYPE

CODE	DESCRIPTION	FRONT WEIGHT	REAR WEIGHT	MSRP
AR9	Seats, front bucket (STD)	0.00 lbs	0.00 lbs	$0.00

SEAT TRIM

CODE	DESCRIPTION	FRONT WEIGHT	REAR WEIGHT	MSRP
EKV	Black, Cloth seat trim	0.00 lbs	0.00 lbs	$0.00

ADDITIONAL EQUIPMENT - PACKAGE

CODE	DESCRIPTION	FRONT WEIGHT	REAR WEIGHT	MSRP
AS2	Active Safety Package 2 includes (UKK) Rear Pedestrian Alert, (UV2) HD Surround Vision and (UVX) Traffic Sign Recognition (Required and only available with (Y19) Comfort Package.)	0.00 lbs	0.00 lbs	$545.00
WBL	Midnight Package includes Black emblems for bowtie, wheel caps, nameplate and AWD when used. OSRVM painted (DP6) Black, Black mid fascia. Includes (Q84) 19" Black painted wheel (Not available with (ZL3) Convenience Package or (6K5) convenience Package II.)	0.00 lbs	0.00 lbs	$595.00
Y19	Comfort Package includes (A2X) driver 8-way power seat adjuster, (AL9) driver power lumbar seat control, (KAG) driver and front passenger heated seat, cushion and back, (N53) Synthetic steering wheel, wrapped and (KI3) Heated steering wheel. All (Y19) Comfort Package content is standard on RS. (Requires (AS2) Active Safety Package 2.)	0.00 lbs	0.00 lbs	$1,455.00

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Vehicle: [Retail] 2026 Chevrolet Equinox EV (1MB48) 4dr LT1 w/PCY (Complete)

ADDITIONAL EQUIPMENT - MECHANICAL

CODE	DESCRIPTION	FRONT WEIGHT	REAR WEIGHT	MSRP
P9D	Electric drive unit, primary, 1 motor, integrated inverter, park system, magnets, 76F (Included and only available with (XRD) dual motor all-wheel drive propulsion (AWD).)	0.00 lbs	0.00 lbs	$0.00
S78	Electric drive unit, secondary, 1 motor, 78R (Included and only available with (XRD) dual motor all-wheel drive propulsion (AWD).)	0.00 lbs	0.00 lbs	$0.00
X0C	Propulsion, electric, AWD, front (Included and only available with (XRD) dual motor all-wheel drive propulsion (AWD).)	0.00 lbs	0.00 lbs	$0.00

ADDITIONAL EQUIPMENT - INTERIOR

CODE	DESCRIPTION	FRONT WEIGHT	REAR WEIGHT	MSRP
A2X	Seat adjuster, driver 8-way power (Included and only available with (Y19) Comfort Package.)	0.00 lbs	0.00 lbs	$0.00
AL9	Seat, driver power lumbar control (Included and only available with (Y19) Comfort Package.)	0.00 lbs	0.00 lbs	$0.00
KAG	Seats, heated driver and front passenger cushion and seatback (Included and only available with (Y19) Comfort Package.)	0.00 lbs	0.00 lbs	$0.00
KI3	Steering wheel, heated, automatic (Included and only available with (Y19) Comfort Package.)	0.00 lbs	0.00 lbs	$0.00
N53	Steering wheel, wrapped, round bottom	0.00 lbs	0.00 lbs	$0.00
PRB	3 Years OnStar One (Requires (UE1) OnStar and order type TRE or SRE. Not available with (UKL) Super Cruise, (R9M) 3 Years of OnStar One, Fleet or Government order types, or on vehicles being shipped to Puerto Rico, the Virgin Islands, or Guam. After initial 3-year period, requires paid OnStar plan. OnStar services vary by vehicle and model and require an active service plan, working electrical system, cell reception and GPS signal. See onstar.com for details and limitations. Terms apply.)	0.00 lbs	0.00 lbs	$800.00

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ADDITIONAL EQUIPMENT - INTERIOR

CODE	DESCRIPTION	FRONT WEIGHT	REAR WEIGHT	MSRP
R6P	3 Years SiriusXM (Requires SiriusXM. Not available with a FGO order type. SiriusXM Extended Service subscription will stop at the end of the applicable subscription period unless you decide to continue service. Plan is nontransferable and non-refundable. Service subject to the SiriusXM Customer Agreement and Privacy Policy, visit siriusxm.com/terms to see complete terms and how to cancel which includes online methods or calling 1-866-635- 2349. Some services, content and features are subject to device capabilities, an active data connection enabled in the vehicle and location availability. All fees, content and features are subject to change. Content varies by subscription plan. SiriusXM and related logos are trademarks of Sirius XM Radio Inc. and its respective subsidiaries.)	0.00 lbs	0.00 lbs	$299.00
R8S	OnStar One Super Cruise Extension to 8 Years (Requires (UE1) OnStar, (R9M) 3 Years OnStar One and a Retail order type. Not available on vehicles being shipped to Puerto Rico, the Virgin Islands, or Guam. Always pay attention while driving and when using Super Cruise. Always use Super Cruise in accordance with local laws. Do not use a hand-held device. Requires active Super Cruise plan or trial. Terms apply. Visit chevysupercruise.com for compatible roads and full details. After initial 8-year period, OnStar Super Cruise plan must be purchased. Services vary by vehicle and model and require active service plan, working electrical system, cell reception and GPS signal. Does not include safety services; Super Cruise vehicles are connected to emergency services. See onstar.com for details and limitations.) *PRICE TO FOLLOW*	0.00 lbs	0.00 lbs	W/A
R9V	Mobile Service Plus. MobileService+ is a suite of service conveniences for 3 years - Mobile Service, Pick-up & Delivery, and Loaner with Drop off. MobileService+ van will come to your home to perform select services or pick up your vehicle and return it once the service is completed at the dealership. Cost of part and labor are not included (Required and only available for dealers who have a BFU of 284, except for orders with (R9W) Deleted Mobile Service Plus. Requires TRE, SRE or Fleet order types. Not available with (R9Y) Mobile Service Plus for 1 year.)	0.00 lbs	0.00 lbs	$599.00

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Vehicle: [Retail] 2026 Chevrolet Equinox EV (1MB48) 4dr LT1 w/PCY (Complete)

ADDITIONAL EQUIPMENT - INTERIOR

CODE	DESCRIPTION	FRONT WEIGHT	REAR WEIGHT	MSRP
R9Y	Mobile Service Plus. MobileService+ is a suite of service conveniences for 1 year - Mobile Service, Pick-up & Delivery, and Loaner with Drop off. MobileService+ van will come to your home to perform select services or pick up your vehicle and return it once the service is completed at the dealership. Cost of part and labor are not included. (Required and only available for dealers who have a BFU of 284, except for orders with (R9W) Deleted Mobile Service Plus. Requires TRE, SRE, FBC, FNR or Fleet order types. Not available with (R9V) Mobile Service Plus for 3 years.)	0.00 lbs	0.00 lbs	$199.00

ADDITIONAL EQUIPMENT - SAFETY-INTERIOR

CODE	DESCRIPTION	FRONT WEIGHT	REAR WEIGHT	MSRP
R9W	Deleted Mobile Service Plus. Delete MobileService+ service conveniences - Mobile Service, Pick-up & Delivery, and Loaner with Drop Off. By selecting R9W, you acknowledge that you are forgoing the margin and the ability to receive MobileService+ allowances (Requires a dealer with a BFU of 284. Requires TRE, SRE or Fleet order types.)	0.00 lbs	0.00 lbs	$0.00
UKK	Rear Pedestrian Alert (Included and only available with (AS2) Active Safety Package 2.)	0.00 lbs	0.00 lbs	$0.00
UV2	HD Surround Vision (Included and only available with (AS2) Active Safety Package 2.)	0.00 lbs	0.00 lbs	$0.00
UVX	Traffic Sign Recognition, enhanced, sensor indicator (Included and only available with (AS2) Active Safety Package 2.)	0.00 lbs	0.00 lbs	$0.00

ADDITIONAL EQUIPMENT - LPO

CODE	DESCRIPTION	FRONT WEIGHT	REAR WEIGHT	MSRP
5AV	LPO, GM Energy PowerShift Charger, Residential bidirectional EV charger; up to 19.2kW of charging, 80-amp, requiring a hardwired connection, with 25' length cord included (installation not included, professional install required for warranty). (Not available with (5CH) GM PowerUp 2 (J1772) Charger, LPO.)	0.00 lbs	0.00 lbs	$1,999.00
5CH	LPO, GM PowerUp 2 (J1772) Charger up to 11.5kW of charging, 40-amp (48-amp max), requiring a hardwired connection, with 25' length cord included, (installation not included, professional install required for warranty) (Not available with (5AV) GM Energy PowerShift Charger, LPO.)	0.00 lbs	0.00 lbs	$899.00

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ADDITIONAL EQUIPMENT - LPO

CODE	DESCRIPTION	FRONT WEIGHT	REAR WEIGHT	MSRP
5KA	LPO, Decal, Front Fender (Included and only available with (PCJ) Tech Bronze Package, LPO or (PCQ) Graphics Package, LPO.)	0.00 lbs	0.00 lbs	$0.00
5ZU	LPO, Rear spoiler, Black, painted (Included with (PCH) Blackout Package, LPO.)	0.00 lbs	0.00 lbs	$625.00
CAV	LPO, All-weather cargo area liner (Included and only available with (PCU) All-Weather Liner Package, LPO or (PCR) All-Weather Mat Package, LPO.)	0.00 lbs	0.00 lbs	$0.00
PCH	LPO, Blackout Package includes (SFZ) Black bowtie emblem, LPO, (RIK) Black nameplates, LPO, (5ZU) Rear spoiler, Black painted, LPO and (S4X) Black painted mirror caps, LPO (Not available with (WBL) Midnight Package or (PCQ) Graphics Package, LPO. When exterior color (GBA) Black is ordered, (S4X) Black painted mirror caps, LPO are not included.)	0.00 lbs	0.00 lbs	$1,125.00
PCI	LPO, Active Package includes (SHX) cargo shelf with divider, LPO, (VQK) custom molded front and rear splash guards, LPO and (W2D) cargo net, vertical, LPO (Not available with (PCW) Cargo Convenience Package, LPO or (PCV) Interior Storage Package, LPO.)	0.00 lbs	0.00 lbs	$495.00
PCJ	LPO, Tech Bronze Package includes (VSF) 21" Tech Bronze wheels, (SKT) Black Wheel Center Cap, LPO, (RIK) Black nameplate, LPO and (5KA) Decal, Front Fender, LPO (Also includes (SFZ) Black Bowtie Emblem, LPO. Not available with (WBL) Midnight Package, (PCH) Blackout Package, LPO, (PCQ) Graphics Package, LPO, (PCL) Black Illumination Package, LPO or (PCN) Illumination Package, LPO.)	0.00 lbs	0.00 lbs	$3,975.00
PCL	LPO, Black Illumination Package includes (R88) Black illuminated front bowtie emblem, LPO, (S4X) Black painted mirror caps, LPO and (RIK) Black nameplates, LPO (Not available with (WBL) Midnight Package, (PCH) Blackout Package, LPO, (SFZ) Black Bowtie Emblem, LPO, or exterior color (GBA) Black.)	0.00 lbs	0.00 lbs	$850.00
PCQ	LPO, Graphics Package includes (5KA) Decal, Front Fender, LPO, (RIK) Black nameplates, LPO, (SKT) Black wheel center cap, LPO or (VSJ) 21" Gloss Black wheels, LPO (Also includes (S4X) Black painted mirror caps, LPO and (SFZ) Black Bowtie Emblem. Not available with (WBL) Midnight package, (PCH) Blackout package, LPO or (PCJ) Tech Bronze package, LPO.)	0.00 lbs	0.00 lbs	$4,195.00
PCR	LPO, All-Weather Mat Package includes (CAV) all-weather cargo area liner, LPO and (VAV) all-weather floor mats, LPO (Not available with (PCU) All-Weather Liner Package, LPO.)	0.00 lbs	0.00 lbs	$295.00

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Vehicle: [Retail] 2026 Chevrolet Equinox EV (1MB48) 4dr LT1 w/PCY (✓ Complete)

ADDITIONAL EQUIPMENT - LPO

CODE	DESCRIPTION	FRONT WEIGHT	REAR WEIGHT	MSRP
PCU	LPO, All-Weather Liner Package includes (CAV) All-weather cargo area liner, LPO and (RIA) All-weather contoured floor liners, LPO (Not available with (PCR) All-Weather Mat Package, LPO.)	0.00 lbs	0.00 lbs	$395.00
PCV	LPO, Interior Storage Package includes (SHX) cargo shelf with divider, LPO and (SD3) foldable cargo organizer mat, LPO (Not available with (PCI) Active Package, LPO.)	0.00 lbs	0.00 lbs	$350.00
PCW	LPO, Cargo Convenience Package includes (W2D) cargo net, vertical, LPO and (VRS) cargo security shade, LPO (Not available with (PCI) Active Package, LPO.)	0.00 lbs	0.00 lbs	$295.00
R88	LPO, Black illuminated front bowtie emblem includes Black non-illuminated rear bowtie emblem (Included with (PCL) Black Illumination Package, LPO. Not available with (SFZ) Black Bowtie Emblem, LPO.)	0.00 lbs	0.00 lbs	$475.00
RIA	LPO, All-weather floor liners, contoured (Included and only available with (PCU) All-Weather Liner Package, LPO. Not available with (PCR) All-weather Mat Package, LPO or (VAV) All-weather floor mats, LPO.)	0.00 lbs	0.00 lbs	$0.00
RIK	LPO, Black nameplates (Included with (PCL) Black Illumination Package, LPO, (PCH) Blackout Package, LPO, (PCQ) Graphics Package, LPO or (PCJ) Tech Bronze Package, LPO. Not available with (WBL) Midnight Package.)	0.00 lbs	0.00 lbs	$195.00
RYH	LPO, GM NACS Level 2 Adapter residential AC adapter for use on NACS Level 2 chargers, including wall and mobile connectors. Intended for J1772 native inlet vehicle *PRICE TO FOLLOW*	0.00 lbs	0.00 lbs	W/A
RYU	LPO, NACS DC Adapter DCFC adapter for public use on NACS fast charging stations, including Tesla Supercharger, IONNA, EVgo and others. Intended for CCS native inlet vehicle.	0.00 lbs	0.00 lbs	$275.00
S3I	LPO, Illuminated perimeter rocker lighting (Included with (PCN) Illumination Package, LPO. Not available with (VQK) Custom molded front and rear splash guards LPO.)	0.00 lbs	0.00 lbs	$595.00
S4X	LPO, Black painted mirror caps (Included with (PCH) Blackout Package, LPO (PCQ) Graphics Package, LPO or (PCL) Black Illumination package. Not available with exterior color (GBA) Black.)	0.00 lbs	0.00 lbs	$195.00
SD3	LPO, Foldable cargo organizer mat (Included with (PCV) Interior Storage Package, LPO.)	0.00 lbs	0.00 lbs	$250.00
SD5	LPO, Tire pressure monitor (Included and only available with (VSF/VSJ) 21" LPO wheels.)	0.00 lbs	0.00 lbs	$0.00

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Vehicle: [Retail] 2026 Chevrolet Equinox EV (1MB48) 4dr LT1 w/PCY (✓ Complete)

ADDITIONAL EQUIPMENT - LPO

CODE	DESCRIPTION	FRONT WEIGHT	REAR WEIGHT	MSRP
SFE	LPO, Bright wheel locks (Not available with (SPY) Wheel lug nuts, Black, LPO, (SPZ) Black lug nut and wheel lock kit, LPO, (VSF/VSJ) 21" LPO wheels.)	0.00 lbs	0.00 lbs	$125.00
SFZ	LPO, Black Bowtie Emblem (Included and only available with (PCH) Blackout Package, LPO, (PCQ) Graphics Package, LPO or (PCJ) Tech Bronze Package, LPO. Not available with (WBL) Midnight Package.)	0.00 lbs	0.00 lbs	$0.00
SHX	LPO, Cargo shelf with divider (Included with (PCI) Active Package, LPO or (PCV) Interior Storage Package, LPO.)	0.00 lbs	0.00 lbs	$150.00
SKT	LPO, Black wheel center cap (Included and only available with (VSF/VSJ) 21"LPO wheels, (PCH) Blackout package, LPO, (PCQ) Graphics Package LPO or (PCJ) Tech Bronze package, LPO.)	0.00 lbs	0.00 lbs	$0.00
SPY	LPO, Wheel lug nuts, Black (Included and only available with (VSF/VSJ) 21" LPO Wheels. Included with (SPZ) Black lug nut and wheel lock kit, LPO. Not available with (SFE) Bright wheel locks, LPO.)	0.00 lbs	0.00 lbs	$0.00
SPZ	LPO, Black lug nut and wheel lock kit, includes 20 lug nuts, 4 locks and 1 key (Included with (VSF) 21" Tech Bronze wheels, LPO or (VSJ) 21" Gloss Black wheels, LPO. Also includes (SPY) Black Lug Nuts LPO. Not available with (SFE) Bright Wheel Locks, LPO.)	0.00 lbs	0.00 lbs	$0.00
VAV	LPO, All-weather floor mats (Included and only available with (PCR) All-Weather Mat Package, LPO. Not available with (PCU) All-Weather Liner Package, LPO.)	0.00 lbs	0.00 lbs	$0.00
VQK	LPO, Custom molded front and rear splash guards (Included with (PCI) Active Package, LPO. Not available with (S3I) Illuminated perimeter rocker lighting LPO.)	0.00 lbs	0.00 lbs	$325.00
VRS	LPO, Cargo security shade (Included with (PCW) Cargo Convenience Package, LPO.)	0.00 lbs	0.00 lbs	$225.00
VSF	LPO, 21" (53.3 cm) Tech Bronze wheels includes (SKT) Black Wheel Center Cap, LPO, (SD5) Tire pressure monitor, LPO, (SPY) Black lug nuts, LPO and (SPZ) Black lug nut and wheel lock kit, LPO and (QLT) 21" tire (Included with (PCJ) Tech Bronze Package, LPO. Not available with (6K5) Convenience Package II, (WBL) Midnight Package, (SFE) Bright wheel locks, LPO or (VSJ) Gloss Black wheels, LPO. Replaces (RW4) 21" Wheels when ordered.)	0.00 lbs	0.00 lbs	$2,995.00

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ADDITIONAL EQUIPMENT - LPO

CODE	DESCRIPTION	FRONT WEIGHT	REAR WEIGHT	MSRP
VSJ	LPO, 21" (53.3 cm) Gloss Black wheels includes (SKT) Black wheel Center Cap, LPO, (SD5) Tire pressure monitor, LPO, (SPY) Black lug nuts LPO and (SPZ) Black lug nut and wheel lock kit, LPO and (QLT) 21" tire (Included with (PCQ) Graphics package, LPO. Not available with (6K5) Convenience Package II, (WBL) Midnight Package, (SFE) Bright wheel locks, LPO or (VSF) Tech Bronze wheels, LPO. Replaces (RW4) 21" Wheels when ordered.)	0.00 lbs	0.00 lbs	$2,995.00
W2D	LPO, Cargo net, vertical (Included with (PCW) Cargo Convenience Package, LPO or (PCI) Active Package, LPO.)	0.00 lbs	0.00 lbs	$95.00

SHIP THRU CODES

CODE	DESCRIPTION	FRONT WEIGHT	REAR WEIGHT	MSRP
TVZ	Ship Thru, shipped from Ramos to Canfield for Upfit and then to Lansing Delta for final destination.	0.00 lbs	0.00 lbs	$0.00

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Vehicle: [Retail] 2026 Chevrolet Equinox EV (1MB48) 4dr LT1 w/PCY (✓ Complete)

Standard Equipment

Package	
	Chevy Safety Assist includes Automatic Emergency Braking, Front Pedestrian Braking, Lane Keep Assist with Lane Departure Warning, (UE4) Following Distance Indicator, (UEU) Forward Collision Alert and (TQ5) IntelliBeam (Automatic Emergency Braking replaced by (UGN) Enhanced Automatic Emergency Braking. Lane Keep Assist with Lane Departure Warning replaced by (UKM) Enhanced Lane Keep Assist with Lane Departure Warning. Front Pedestrian Braking replaced by standard (UKT) Front Pedestrian and Bicyclist Braking.)
Mechanical	
	Engine, none (STD)
	Propulsion, front wheel drive (STD)
	Dual Level Charge Cord, dual-mode, portable, 120-volt (1.4 kW) and 240-volt (7.7 kW) capability swappable NEMA 5-15 and NEMA 14-50 plugs with SAE J1772 vehicle connection
	Transmission, none (electric drive unit) (STD)
	Electric drive unit, primary, 1 motor, integrated inverter, park system, 76F
	Battery Pack, Propulsion
	Fuel, none
	Emission system zero emission vehicle (ZEV)
	Electronic Precision Shift
	Propulsion, electric, FWD
	Vehicle-to-home (V2H) all V2H-capable GM EV's can provide power to your properly equipped home in a blackout to all equipment groups. (The GM Energy PowerShift Charger and GM Energy V2H Enablement Kit requires an adequately charged and properly equipped GM EV having bidirectional charging capabilities, a properly equipped home, and proper grid interconnection. Some eligible 24MY EVs will require a dealership or over-the-air update to enable bidirectional charging. Weather conditions, life of the battery, vehicle variation and usage, and other external factors may impact the duration of power supply. Power supply may be interrupted. It is not recommended that the following devices be powered with the GM Energy PowerShift Charger and V2H Enablement Kit: Medical Devices.)
	AC Charging, 11.5 kW capable
	Brakes, 17" front and rear sliding caliper disc with DURALIFE rotors with regenerative capability. 4 wheel disc and 4-wheel antilock braking.
	Brake lining, non-asbestos, organic
	Brake rotor, FNC
	Battery, 12V/60AH, 680 ENCCA
	Suspension, Ride and Handling
Exterior	
	Wheels, 19" (48.3cm) (STD)
	Tires, 245/55R19 all-season blackwall (STD)

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Data Version: 27940. Data Updated: Mar 9, 2026 1:48:00 AM UTC.

Vehicle: [Retail] 2026 Chevrolet Equinox EV (1MB48) 4dr LT1 w/PCY (✓ Complete)

Exterior	
	Wheel, spare, none
	Tire, spare, none
	Tire Inflator Kit (Included with 19" (48.3 cm) wheel.)
	Lamp, front marker, LED
	Headlamps, LED, with LED Daytime Running Lamps
	Tail lamps, LED
	IntelliBeam, automatic high beam on/off
	Glass, side front tempered, solar glazing
	Glass, privacy
	Glass, rear, deep tint
	Mirrors, outside power-adjustable, manual-folding
	Mirror caps, painted
	Wipers, front intermittent
	License plate front mounting package (will be forced on orders with ship-to states that require a front license plate)
	Door handles, body-color
	Liftgate, manual
	Recovery hook, front
	Recovery hook, rear
Entertainment	
	Audio system, 17.7" diagonal advanced color LCD display with Google built-in compatibility (select service plan required, terms and limitations apply), including navigation capability, connected apps, personalized profiles for each driver's settings, and Natural Voice Recognition
	Audio system feature, 6-speaker system
	SiriusXM with 360L Trial Subscription. SiriusXM with 360L transforms your customers' ride with our most extensive and personalized radio experience on the road. (IMPORTANT: The SiriusXM trial subscription is not provided on vehicles that are ordered for Fleet Daily Rental ("FDR") use. Trial subscription is subject to the SiriusXM Customer Agreement and privacy policy, visit siriusxm.com which includes full terms and how to cancel. All fees, content, features, and availability are subject to change. Some features require GM connected vehicle services.)
	5G Wi-Fi Hotspot capable (Terms and limitations apply. See onstar.com or dealer for details.)
Interior	
	Seats, front bucket (STD)
	Seat trim, Cloth

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Vehicle: [Retail] 2026 Chevrolet Equinox EV (1MB48) 4dr LT1 w/PCY (✓ Complete)

Interior	
	Seat adjuster, driver 6-way manual
	Seat adjuster, front passenger 4-way manual
	Seat, rear 60/40-split folding
	Headrest, rear center
	Console, floor, with armrest
	Armrest, rear center, with cup holders
	Floor mats, front, carpeted
	Floor mats, rear, carpeted
	Steering column, tilt and telescopic
	Speedometer, miles/kilometers, miles odometer
	Display, automatic occupant sensing
	Driver Information Center, 11" diagonal display
	Windows, remote Express-Down, all windows
	Remote Start, smartphone app
	Adaptive Cruise Control
	Theft-deterrent system, unauthorized entry
	Power outlets, (2), 12-volt, lower instrument panel and cargo area, auxiliary
	USB ports, 2 type-C, Charge/Data ports located on floor console
	USB ports, 2 type-C, located on back of center console, charge-only
	Google Automotive Services capable
	Navigation System through Google built-in compatibility (select service plan required, terms and limitations apply)
	Infotainment, High
	Air conditioning, single-zone automatic climate control
	Air filter, pollutant
	Glovebox
	Mirror, inside rearview, tilting
	Visors, driver and front passenger, sliding
Safety-Mechanical	
	Enhanced Automatic Emergency Braking
	Rear Park Assist

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Vehicle: [Retail] 2026 Chevrolet Equinox EV (1MB48) 4dr LT1 w/PCY (✓ Complete)

Safety-Mechanical	
	Intersection Automatic Emergency Braking
	Rear Cross Traffic Braking
	Reverse Automatic Braking
	Front Pedestrian and Bicyclist Braking
Safety-Interior	
	Airbags, frontal, knee and seat-mounted side-impact for driver and front passenger and roof-rail mounted head-curtain for outboard seating positions. Includes Passenger Sensing System for front passenger (Always use seat belts and child restraints. Children are safer when properly secured in a rear seat in the appropriate child restraint. See the Owner's Manual for more information.)
	Airbag, Passenger Sensing System, sensor indicator inflatable restraint front passenger/child presence detector (Always use seat belts and child restraints. Children are safer when properly secured in a rear seat in the appropriate child restraint. See the Owner's Manual for more information.)
	OnStar Services capable (See onstar.com for details and limitations. Services vary by model. Service plan required.)
	Forward Collision Alert
	Following Distance Indicator
	Lane Keep Assist with Lane Departure Warning, enhanced
	Blind Zone Steering Assist
	HD Rear Vision Camera
	LED Reflective Windshield Collision Alert
	Safety Alert Seat
	Seat belt, front passenger presence detector
	Seat belt restraint pretensioner, rear
	Restraint provision-retractor, automatic locking
	Buckle to Drive prevents vehicle from being shifted out of Park until driver seat belt is fastened; times out after 20 seconds and encourages seat belt use
	Teen Driver a configurable feature that lets you activate customizable vehicle settings associated with a key fob, to help encourage safe driving behavior. It can limit certain available vehicle features, and it prevents certain safety systems from being turned off. It includes the Buckle-to-Drive feature which prevents the driver from shifting from Park for up to 20 seconds if the driver's seat belt is not buckled. An in-vehicle report card gives you information on driving habits and helps you to continue to coach your new driver
	Restraint provisions, child, Isofix 2 point only, point/latch includes 2 top tether points
	Rear Seat Reminder
	Rear Seat Belt Indicator
	Lock control system, passive entry, extended range

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Data Version: 27940. Data Updated: Mar 9, 2026 1:48:00 AM UTC.

Vehicle: [Retail] 2026 Chevrolet Equinox EV (1MB48) 4dr LT1 w/PCY (✓ Complete)

Safety-Interior	
	Door locks, rear child security
	Side Bicyclist Alert
	Horn, dual-note
	OnStar Basics (OnStar Fleet Basics for Fleet) Drive confidently with core OnStar services including remote commands, built-in voice assistance, real-time traffic and navigation, and Automatic Crash Response to help if you're in need. (Requires (UE1) OnStar. OnStar Basics includes remote commands, Navigation, Voice Assistance, and Automatic Crash Response, for eligible vehicles with compatible software. OnStar Basics is standard for 8 years; OnStar plan, working electrical system, cell reception and GPS signal required. OnStar links to emergency services. Service coverage varies with conditions and location. Service availability, features and functionality vary by device and software version. See onstar.com for details and limitations.)
Processing-Other	
	LT 1 (Required on LT w/PCY trim. Includes standard equipment.)
WARRANTY	
	Warranty Note: <<< Preliminary 2026 Warranty >>> Basic Years: 3 Basic Miles/km: 36,000 Corrosion Years (Rust-Through): 6 Corrosion Years: 3 Corrosion Miles/km (Rust-Through): 100,000 Corrosion Miles/km: 36,000 Hybrid/Electric Components Years: 8 Hybrid/Electric Components Miles/km: 100,000 Roadside Assistance Years: 5 Roadside Assistance Miles/km: 60,000 Roadside Assistance Note: Towing: 8 Years/100,000 Miles Maintenance Note: First Visit: 12 Months/12,000 Miles

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STAFF REPORT
REYNOLDSBURG CITY COUNCIL

DATE: May 11, 2026

RE: An Ordinance Authorizing the Mayor to Enter into a Contract with EMH&T for Engineering Design Services Related to Various Traffic Signal Studies

APPROVALS:

Joe Begeny
Shanette Strickland
Chris Shook
Mollie Prasher

EMERGENCY:

REASON FOR EMERGENCY:

STAFF REPORT:

AN ORDINANCE AUTHORIZING THE MAYOR TO ENTER INTO A CONTRACT WITH EMH&T FOR ENGINEERING DESIGN SERVICES RELATED TO VARIOUS TRAFFIC SIGNAL STUDIES

WHEREAS, EMH&T will provide engineering design services related to traffic signal studies and design/bidding work for Taylor Road and Slate Ridge Elementary School entrance and Rosehill and Retton Road; and

WHEREAS, the City has identified these areas as high priority given the increased number of motor vehicles utilizing these thoroughfares, as well as pedestrians walking to/from the adjacent/nearby school campuses; and

WHEREAS, the total cost for engineering design services is $140,000.00, which shall be funded through the City's CIP Fund (410).

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF REYNOLDSBURG, OHIO:

SECTION I . That the Mayor is hereby authorize to enter into a contract with EMH&T for engineering design services related to traffic signal studies and design/bidding work at Taylor Road and Slate Ridge Elementary School entrance and Rosehill and Retton Road.

SECTION 2. That an amount of $140,000.00 be appropriated from the unappropriated Capital Improvement Project Fund (410) to project account 410.000.0210.5659 Miscellaneous Infrastructure Taylor Road and Slate Ridge Elementary School entrance and Rosehill and Retton Road Traffic Signal Study and Design.

SECTION 3. Wherefore, upon adoption by Council, this Ordinance shall be in effect thirty days following the signature of the Mayor.

April 27, 2026

Mayor Joe Begeny
City of Reynoldsburg
7232 East Main Street
Reynoldsburg, OH 43068

Subject: Reynoldsburg Traffic Signal Improvements
Taylor Road at Slate Ridge Elementary School
Rosehill Road at Retton Road

Dear Mayor Begeny,

EMH&T is pleased to submit this proposal for the design of new traffic signals at the intersections of Taylor Road/Slate Ridge Elementary School and Rosehill Road/Retton Road.

Scope of Services

EMH&T's scope of professional services will include survey, design, and coordination to successfully advance the project through the design phase. The following tasks are anticipated:

1. **Survey & Basemapping**
   a. Topographic Survey
      i. Survey roadway features to include edge of pavement, edge of shoulder, top and bottom of curb, etc.
      ii. Field locate existing features including but not limited to: pavement, drives, walkways, sidewalks, paths, within the project limits.
      iii. Field locate utilities when marked such as storm, sanitary, gas, water, electrical, power poles, transformers, pull boxes and communications.
      iv. Set project control/benchmarks as applicable and give the corresponding coordinate data and information with reference to a County published benchmark.
   b. Boundary Survey
      v. Research available public records such as deeds, plats, right-of-way plans and surveys on file at the County Engineer's Office as applicable, to aid in the retracement of the boundary survey of the subject tract.
      vi. Establish the right-of-way lines based upon the above research in combination with field located boundary markers.
      vii. The survey fee includes reasonable accommodation, under the Standard of Care, to investigate and identify existing field boundary conditions to determine the property limits. Unless otherwise noted herein, this accommodation does not include the establishment of field control beyond the property due to the existence of limited or insufficient field monumentation nor does it include extensive investigation due to conflicting evidence with found monumentation.

c. Request plans and markings of underground utilities through the Ohio Utilities Protection Service.

d. Prepare topographic and boundary basemaps in AutoCAD for use in design and plan production.

2. Construction Plans

Under this scope , we will create detailed construction plans.

a. Detailed Design and Preparation of a Construction Plan including the following components:
   i. Title Sheet
   ii. Schematic Plan and Project Control
   iii. General Notes & Legend
   iv. General Summary
   v. Traffic Maintenance Notes
   vi. Intersection details
   vii. Traffic Signal Plan and Notes#
   viii. Street Lighting Modification Plans and Notes#

   # Fees for signal and lighting plans include subconsultant fees for electrical engineer review of power distribution and grounding/bonding.

b. A cost opinion will be prepared and submitted with the 90% plan submission. Unit prices will be based upon historical bid data.

c. Plans and Opinion of Construction Cost can be submitted at 90% complete, and Final. A disposition of comments will be provided with each plan submission as applicable.

3. Project Meetings and Coordination

We will advocate for the advancement of the project through the following services.

a. Attend meetings as directed by the City, including but not limited to preparation, travel, attendance, and documentation of meeting notes. A budgetary fee is provided in the Compensation section below assuming a total of 2 meetings.

b. Prepare exhibits for coordination/meetings. Including right-of-way exhibits.

c. Prepare a Gantt chart project schedule upon authorization and periodically update the schedule throughout the life of the project.

d. Provide general project coordination, quality control, and oversight throughout the design phase of the project.

On behalf of the City, EMH&T will coordinate with private utility companies throughout the design phase of the project. We will ask private utility companies to verify that their facilities are shown completely and accurately on the plans and work with their designers to identify conflicts and plan for adjustments. Our services will include the following tasks:

e. Submit plans to private utility companies (electronic submittal).

f. Assist utility companies in identifying conflicts and determining appropriate mitigation.

g. Review relocation plans as applicable.

On behalf of the City, EMH&T will provide coordination and agency consultation services with Etna Township and the Licking County Engineer related to the proposed traffic signal at Slate Ridge Elementary School. These services will include:

h. Preparation and electronic submittal of design plans to the Licking County Engineer for review and comment, response to agency comments, and participation in coordination meetings as required to advance the project.

i. Assumes a total of two (2) coordination meetings and two (2) plan submittals.

4. Bidding Services

a. EMH&T will prepare bidding and contract documents using the City's Bid Express platform. This will include any additional bid requirements identified by the funding source.
b. EMH&T will review the bidder questions and prepare bid addenda as needed during the bidding process.
c. We will review bids, prepare a bid tabulation, and make an award recommendation following the receipt of bids.
d. Conformed contracts will be prepared and delivered to the City-selected contractor for signatures prior to the preconstruction meeting.

5. Legal Descriptions & Exhibits

Legal descriptions and exhibits will be prepared for warranty deeds/easements for traffic signal improvements. For the purposes of this proposal, we have assumed a total of 8 descriptions at 2 locations with accompanying boundary exhibits.

6. Construction Phase Services

It is our understanding the City is requesting that EMH&T provide a budgetary allowance for design support during construction. The scope of work to be performed under this allowance is as follows:

a. Review shop drawings and material submittals as requested by the City / contractor. Provide review comments with recommendations.
b. Review design-related requests for information (RFI) from the contractor as requested by the City and prepare responses.
c. Conduct periodic site observation services as needed to respond to contractor requests for clarification and perform submittals reviews.
d. Attend preconstruction and other construction phase meetings as requested by the City.
e. Provide limited utility coordination during construction. EMH&T will hand off management of any private utility relocation to the City's CA/CI consultant but will be available to answer questions or help resolve issues at the request of the City.
f. On-going right-of-way acquisition support such as staking right-of-way or preparing additional legal descriptions on properties already surveyed.
g. Prepare record drawings using red-line mark-ups provided by the City's CA/CI consultant.

These allowances are budgetary estimates for consultation during construction based on similar recent projects. EMH&T will provide services to support the construction phase in a task-oriented manner as directed by the City and to the level of effort desired by the City and limited by available budget.

Fee

These services will be provided as per the conditions of our current Professional Services Agreement and the associated Time Rates for the City. Fees for the work described within the Scope of Services shall be hourly, not to exceed the amount shown in the Fee Summary table below without prior authorization from the City. Invoices will be submitted monthly and based on the progress of the work and are payable upon receipt.

No.	Description	Fee
1.	Survey & Basemapping	$16,000
2.	Construction Plans	$75,900
3.	Project Meetings and Coordination	$14,000
4.	Bidding Services	$8,000
5.	Legal Descriptions & Exhibits	$4,000
6.	Construction Phase Services	$22,500
Total Fee		**$140,400**

The fees listed above include labor, direct costs, and reimbursable expenses. Invoices will be submitted monthly based on the progress of work and are payable upon receipt. Invoices will be prepared in a time-and-materials format based upon the progress of work and accrued fees. Labor rates will be in accordance with our current Master Services Agreement with the City.

Clarifications and Exclusions

The scope of work identified in this document is based on EMH&T's knowledge of the project requirements at the time when the document was prepared and serves as the basis for the price proposal and agreed fee. However, changes in work may be required as the project develops and more complete information becomes available. Such changes also may be dictated by revisions to written procedures included in manuals or decisions made by the City or other reviewing agencies. Although EMH&T routinely incorporates minor design changes in our work, we will notify the City in writing of any significant changes in the work that may require modification of the agreement and will maintain separate cost accounting for each specific issue.

The following general items are not included as a part of this proposal:

1. All environmental services
2. Right-of-way and/or easement acquisition including Right-of-way plans
3. Traffic data collection, analysis, studies, or signal warrants.
4. All landscape improvement plans
5. Subsurface utility investigations or "test holes" (Assumes that private utilities will perform their own locates, as needed)

Should any of these services or other additional services become necessary, they can be performed on an hourly basis in accordance with our standard rate schedule or under separate contract as warranted. Additional services shall be performed only upon receipt of written authorization by the City.

Right-of-Entry
It is understood that the Client hereby grants EMH&T, Inc. or represents and warrants (if the site is not owned by the Client) that permission has been duly granted for a Right-of-Entry by our firm, agents, staff, consultants and subcontractors, for the purpose of obtaining field information pertinent to the subject project.

The receipt of a signed copy of this proposal will constitute authorization to begin work. If this proposal is not accepted and executed within ninety (90) days, EMH&T reserves the right to adjust the fee or withdraw the offer to perform the described services. Further, if the services are suspended for more than ninety (90) days, EMH&T shall be entitled to an equitable adjustment in the service fee and/or schedule.

If this description and estimated fee meet with your approval, please authorize with your signature below. If you should have any questions regarding this proposal, please do not hesitate to contact me at (614) 775-4209.

Respectfully submitted,
EVANS, MECHWART, HAMBLETON & TILTON, INC.

Mitchell Yake, PE
Project Manager

Cc: Jason Smallwood, PE – EMH&T

Acceptance and Authorization to Proceed:

Authorized Signature/Date

PO Number/Date

Print Name

Reynoldsburg
OHIO · 1839

STAFF REPORT
REYNOLDSBURG CITY COUNCIL

DATE: May 11, 2026

RE: An Ordinance to Amend Chapter 160, Section 160.02 Authorized Positions, Personnel, Classification and Pay Grade and Section 160.03(b) Supervisory Pay Range

APPROVALS:

Joe Begeny
Chris Shook
Mollie Prasher

EMERGENCY:

REASON FOR EMERGENCY:

STAFF REPORT:

An Ordinance to Amend Chapter 160, Section 160.02 Authorized Positions, Personnel, Classification and Pay Grade and Section 160.03(b) Supervisory Pay Range

WHEREAS, the Council of the City of Reynoldsburg, Ohio has determined that it is necessary to amend Chapter 160, Section 160.02 Authorized Positions, Personnel, Classifications and Pay Grades and160.03(b) Supervisory Pay Range.

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF REYNOLDSBURG, OHIO:

SECTION 1. That the City of Reynoldsburg, Ohio does hereby amend Section 160.02 Authorized Positons, Personnel, Classifications, and Pay Grades and Section 160.03(b) Supervisory Pay Range.

SECTION 2. Upon approval of Council, this Ordinance will be effective thirty days following the signature of the Mayor.

7232 E. Main Street
Reynoldsburg, OH 43068
www.reynoldsburg.gov

Position Description

Ordinance Position Title:	**Code Compliance Officer Supervisor**	**Employee Type: Full-Time (40-hr week)**
Working Title:	**Code Compliance Officer Supervisor**	**DEPT: Building Dept**
Pay Grade:	**14A**	**Ord/Contract: Classified**
Reports To:	**~~Chief Building Official~~Public Service Director**	**FLSA Status: Non-Exempt**
Revision Date:	**03/13/2026**	**Civil Service Type: Classified**

General Description:
Under the direction of the ~~Chief Building Official~~Public Service Director. Manages Code Compliance Officers in the enforcement of City Code. Ensures enforcement activities are provided in a fair and consistent manner. Interprets and determines intent of City Code. Responsible for performing on-site field inspections to ensure compliance with applicable City Zoning and property maintenance codes and supervising Code Compliance Officers.

Essential Functions of Work

- Ensures all applicable provisions of the Ohio Revised Code, Ohio Administrative Code, City of Reynoldsburg Codified Ordinances and International Code Council (ICC) Property Maintenance Code are enforced in a uniform, consistent, and equitable manner
- Plans, develops, implements and monitors inspection/enforcement work processes and procedures in order to achieve goals, objectives and work standards
- Interprets and explains code provisions to City officials, boards, agencies, building manager, property owners, occupants and attorneys
- Oversees arrangements for training classes and advises personnel on such topics as code changes
- Supervises the input and maintenance of records
- Responds to and resolves difficult or sensitive inquiries and complaints
- May accompany code compliance officers on complicated or controversial inspections
- Review inquiries and complaints and determines best method of resolution for responding to violations; issues citations and monitors the complaint and resolutions process; supports Code Compliance Officers on resolution of citations
- Assist with the enforcement of zoning ordinances/environmental codes (e.g., building, construction and zoning) of Reynoldsburg.
- Enforces the International Property Maintenance Code, investigates/inspects complaints (e.g., unlicensed/inoperable motor vehicles, trash, operation of businesses from residential areas, high grass/weeds, parking of vehicles on grass, sign violations) from public and posts code violation notices on properties
- Communicates with residents regarding violation notices and the actions needed to reach compliance; coordinates target area programs (e.g., photographs existing building signage, visits building locations to check addresses on buildings, checks neighborhoods for placement of trees near sidewalks/streets); photographs violations for documentation
- Prepares case files for court action (e.g., collects evidence, owner information, liaisons with city attorney on legal issues) and serves court citations; testifies at environmental court on property maintenance and zoning issues; examines, prepares, and maintains various work-related documents (e.g., maintains files regarding projects, prepares correspondence)
- Enters violations, notices, inspections, pictures (e.g., high weeds/ grass, trash, housing maintenance, inoperable cars, sign code) into database
- Writes periodic reports on code enforcement activities

- Meets with City officials to discuss repair, demolition, or replacement of buildings; attends board meetings to discuss code violations; attends seminars regarding code requirements (or construction industry updates)
- Remains informed of current developments and procedures pertinent to duties; participates in staff development activities and services review procedures; attends staff meetings and supervisory conferences
- Maintains required licenses and/or certificates
- Meets all job safety requirements and all applicable OSHA safety standards that pertain to essential functions
- Demonstrates regular and predictable attendance
- Performs other related duties as assigned

Minimum Qualifications

- High school diploma or GED
- IPMC (International Property Maintenance Code) certification
- Two (2) courses or one (1) year experience in research principles; or equivalent education or experience
- Good computer and typing skills
- Demonstrated experience in a supervisory role
- Thorough knowledge of property maintenance inspection practices and procedures
- Must possess and maintain a valid Ohio driver's license

Knowledge, Skills and Abilities

Knowledge of: (*Indicates developed after employment)

- Property maintenance standards*
- City of Reynoldsburg zoning/housing code*
- Code enforcement procedures*
- Zoning laws and/or regulations*
- Department policies and procedures*
- Photography
- Office practices and procedures; English grammar and spelling
- Records management
- Local geographical area*
- Code enforcement terminology*
- Building terminology*

Skill in:

- Computer operation; Use of modern office equipment (e.g., personal computer, printer, fax)
- Motor vehicle operation
- Use or operation of photographic equipment

Ability to:

- Physically inspect limited access areas such as crawlspaces and attics through limited openings such as hatchways using ladders, or temporary stairs of less than desirable tread/riser ratios such as found on scaffolding stairs.
- Must be able to define problems, collect data, establish facts, and draw valid conclusions; understand, interpret, and apply laws, rules, or regulations to specific situations; add, subtract, multiply, and divide whole numbers
- Compile and prepare reports; respond to routine inquiries from public and/or officials
- Communicate clearly and effectively; understand a variety of written and/or verbal communications
- Gather, collate, and classify information
- Cooperate with co-workers on group projects
- Handle sensitive inquiries from and contacts with officials and general public
- Develop and maintain effective working relationships and contribute to a positive work culture; resolve complaints in a professional manner

Working Conditions:

- Medium: lift, push, pull 20 to 50 pounds occasionally; 10 to 25 pounds frequently
- Works in the vicinity of floor or wall openings, elevated platforms, and/or runways.
- Ascends and/or descends ladders, stairs, or scaffolds.
- Works in an area in which the means of egress is or can be obstructed.
- Is exposed to environmental conditions which may result in injury from fumes, odors, dusts, mists, gases, and/or poorly ventilated work areas.
- Is exposed to possible injury as a result of falling from high places.
- Has exposure to potentially vicious animals.
- Has exposure to second-hand smoke

CLASS TITLES OF POSITIONS DIRECTLY SUPERVISED:

(4) Code Compliance Officers

Position Description Approval	Dates
Department Head Signature:	
Human Resources Director Signature:	
Mayor Signature (Required for Director positions):	

Employee Acknowledgement and Receipt

I confirm that I have received a copy of this job description and understand the requirements, essential functions and duties of the position.

_____ _____ __/__/____

Print Employee Name Employee Signature Date

City of Reynoldsburg, Ohio

Chapter 160

Employee Compensation

Revision 01/01/2026

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160.01 DEFINITIONS

Active Pay Status: except where otherwise defined in this manual, active pay status is a period when an employee is eligible to receive pay directly from the City and includes hours worked, and/or paid leave.

ADA: Americans with Disabilities Act.

Appointing Authority: Elected Official, commission, board or body having the power to appoint, to remove, to suspend or otherwise discipline positions in any office, department, commission, or board.

BWC: abbreviation for Ohio Bureau of Workers' Compensation.

City: The City of Reynoldsburg, Ohio.

Classification (Class): a position, or group of positions that involve similar responsibilities and require similar qualifications to which the same schedule of compensation equitably applies.

Classification Plan (Class Plan): alphabetically arranged compilation of the classification specifications for employees of the City.

Classification Series: classifications which are closely related, and grouped to form a career progression.

Classification Title: descriptive name of a group of positions similar enough to be included under a single classification.

Classified Service: all persons in the employ of the City, not specifically included in the unclassified service.

Collective Bargaining Agreement: written agreement(s) entered into between the City and an exclusive representative of employees of the City pursuant to ORC Section 4117.

Commission: the Civil Service Commission of the City of Reynoldsburg, Ohio.

Compensatory Time: the substitution of earned hours off, in lieu of overtime pay.

Continuous Service: uninterrupted service of an employee with the City where no break in service occurs. Authorized leaves of absence, or any separation from service which carries with it the right to reinstatement or reemployment shall not constitute a break in service provided the employee is reinstated or reemployed within the allowable time. However, time spent on a leave of absence without pay, layoff, or other separation shall not be included where the completed service of the employee is utilized to determine eligibility for City-provided benefits, except where the employee has a right to such benefits under USERRA (MilitaryLeave).

Day(s): unless otherwise specified, means calendar day(s).

Demotion: change in position that reduces the employee's scope of responsibility and compensation.

Department: city organizational unit directed and controlled by the City and charged with a specific public service function and mission.

Department Head: supervisor (as defined herein) charged with the responsibility of managing a department on behalf of the City. Also called Director in some departments.

Designee: any person authorized by the City or management official to perform a function with or on behalf of the City or management official.

Director: an unclassified supervisor (as defined herein) charged with the responsibility of managing a department on behalf of the City.

Discourteous Treatment: failure by an employee to treat others with respect, in a polite and courteous manner.

Dishonesty: disposition to lie, cheat, or defraud; untrustworthiness; lack of integrity.

Distribution: an act of distributing goods, materials, and/or written materials or literature.

Division: city organizational unit directed and controlled by the City and charged with a specific public service function and mission.

Division Head: supervisor (as defined herein) charged with the responsibility of managing a division on behalf of the City. Also called Superintendent in some divisions.

Earned Time: includes hours actually worked plus hours granted to the employee by the City for holiday, and/or any paid leave provided.

Employee: any person holding a position subject to appointment, removal, promotion, or demotion by the Appointing Authority.

Employee, Classified: an employee included in the Classified Civil Service of the City of Reynoldsburg as defined by City Charter.

Employee, Full-Time – Forty hours: a permanent employee who normally works a standard workweek of a minimum of forty (40) hours and is entitled to benefits and accruals based upon a forty (40) hour workweek

Employee, Part-Time: an employee who works less than thirty (30) hours per week, who is not entitled to benefits except vacation pay, holiday pay, and sick leave and personal days based upon the workweek assigned. .

Employee, Seasonal: an individual hired primarily to perform services which because of climatic conditions or because of the seasonal nature of such service, it is customary to operate only during regular periods of forty weeks or less in any consecutive fifty-two weeks.

Employee Service Date: date on which an employee was appointed to initial employment with the City adjusted for time off without pay, or any prior service credit an employee may have had with the City or any other Ohio governmental agency or Ohio political subdivision. The City will recognize prior service credit for employment with an Ohio agency that contributed to OPERS (Ohio Public Employee Retirement System), STRS (School Teachers Retirement System of Ohio), SERS (School Employees Retirement System of Ohio), OP&F (Ohio Police and Fire Pension Fund), or HPRS (State Highway Patrol Retirement System). The City also recognizes prior service credit from Ohio Cities/government agencies that may contribute to their own retirement plan (ie. City of Cincinnati). Part-time, seasonal, and intern service will be prorated when calculating eligible prior service credit.

Employee Three-quarter time: a permanent employee who normally works a standard workweek of a minimum of thirty (30) hours and is entitle to benefits and accruals based upon a thirty (30) hour workweek.

Excused Absence: absence from work with the approval of the Appointing Authority or appropriate designee (e.g., sick leave, vacation, holiday, unpaid leave of absence, etc.).

Exempt Employee: salaried employee determined to be exempt from the minimum wage and overtime provisions of the Fair Labor Standards Act, and who therefore does not have to legally be paid the statutory minimum wage and/or be compensated, at premium rates, for additional hours worked in the workweek.

FLSA: abbreviation for the Fair Labor Standards Act.

FML: abbreviation for Family and Medical Leave.

Flex-Time: adjustment of an employee's work hours to avoid the employee working in excess of 40 hours in one (1) workweek or any other standard work period established in accordance with the FLSA.

Interim Appointment: interim appointment, made necessary by reason of sickness, disability, or other approved leave of absence of regular officers or employees shall continue only during, such period of sickness, disability or other approved leave of absence. Interim appointments shall be made only to fill a vacancy that results from an employee's absence, or to fill a vacancy that results because of another employee receives an interim appointment.

Injury Leave: period of time granted by the Appointing Authority or designee for inability of the employee to work because of an on-the-job accident substantiated by a medical report.

Legal Holidays: days proclaimed by the Mayor as days which employees are normally not required to work and are paid the normal hours per day at the employee's prevailing rate.

Length of Service: interval from the employee's service date to any given date.

Longevity: full-time and three-quarter employees of the City shall be eligible for longevity compensation as described in Chapter 160.07.

Non-Exempt Employee: an employee who is entitled to be paid the federal minimum wage and to be paid at the rate of one and one-half (1 1/2) times the employee's regular rate of pay for all hours worked in excess of 40 in the established workweek or other standard work period established in accordance with the FLSA.

ORC: abbreviation for the Ohio Revised Code. Also abbreviated as R.C. when followed by a chapter or section number.

OSHA: abbreviation for Ohio's Occupational Safety and Health Act.

Occasional Labor/Independent Contract: an employee who works on an irregular schedule which is determined by the fluctuating demands of the work and is generally not predictable and not paid through a timesheet.

Overtime: time worked by non-exempt full-time employees in excess of the normal schedule forty-hour workweek.

Part-time: an individual that does not work a regular under a thirty-hour workweek.

PERS: abbreviation for the Public Employees Retirement System.

PFDPF: abbreviation for the Ohio Police and Fireman's Disability and Pension Fund.

Pay Period: the official pay period shall be biweekly.

Pay Plan: schedule of compensation rates established for all classifications or positions in the City service.

Personnel Actions: a specific act by the City to implement a personnel decision (e.g. hiring, promotion, demotion, suspension, removal, layoff, wage increases).

Personnel Decisions: such decisions include, but are not limited to: (1) recruitment, (2) selection, (3) placement, (4) testing, (5) training, (6) promotions and transfers, (7) layoff and recall, (8) removal, (9) disciplinary action, (10) employee benefits and compensation, and (11) tangible program services and benefits.

Position: group of duties and responsibilities assigned or delegated by competent authority to be performed by one (1) person. All of the positions listed in the organizational chart constitute positions within City. Positions and the duties of a position may be revised, but the employee's classification remains the same unless the position is reclassified.

Prevailing Pay Rate: rate of compensation in effect at any time.

Prior Service Credit: the City will allow service credit for any prior service an employee may have had with the City or any other Ohio governmental agency or Ohio political subdivision. . The City will recognize prior service credit for employment with an Ohio agency that contributed to OPERS (Ohio Public Employee Retirement System), STRS (School Teachers Retirement System of Ohio), SERS (School Employees Retirement System of Ohio), OP&F (Ohio Police and Fire Pension Fund), or HPRS (State Highway Patrol Retirement System). The City also recognizes prior service credit from Ohio Cities/government agencies that may contribute to their own retirement plan (ie. City of Cincinnati). Part-time, seasonal, and intern service will be prorated when calculating eligible prior service credit.

Promotion: change in position which results in an increase in an employee's compensation and responsibility.

Separation (except for cause): applies when the employee leaves the City service of his own volition.

Sick Leave: period of time granted by the Appointing Authority or appropriate designee due to inability of the employee to work because of physical or mental sickness, or injury due to an off-the-job accident.

Solicitation: act of requesting an individual to purchase goods, materials, or services, or a plea for financial contribution.

Superintendent: a classified individual who has been authorized by the City to perform or assist in performing some or all of the following: hiring, transferring, suspending, laying off, recalling, promoting, discharging, assigning, rewarding, interviewing, evaluating, approving leave requests, approving payroll time sheets or disciplining employees under the direction of the City; to responsibly direct employees; to adjust their grievances; or to effectively recommend any of these actions. Also referred to as Supervisor.

Supervisor: a classified individual who has been authorized by the City to perform or assist in performing some or all of the following: hiring, transferring, suspending, laying off, recalling, promoting, discharging, assigning, rewarding, interviewing, evaluating, approving leave requests, approving payroll time sheets or disciplining employees under the direction of the City; to responsibly direct employees; to adjust their grievances; or to effectively recommend any of these actions. Also referred to as Superintendent.

Suspension: relief of an employee from duty without pay, usually for a short period of time as a disciplinary measure.

Temporary Appointment: Temporary appointments within the classified services are addressed in the Civil Service Rules.

Transfer: voluntary and/or involuntary reassignment from one position and/or department in the City service to another.

Training Appointment: In the event of a planned (i.e. retirement, notice given of separation) employee separation, the Appointing Authority may employ an additional employee for no longer than eight (8) weeks while the current employee continues their employment with the City.

Unclassified Service: those positions set forth in Section 7.03 of the City Charter as applied to the Civil Service of the City of Reynoldsburg. Positions in the unclassified service shall be exempt from all examinations.

Vacation Leave: period of time granted by the Appointing Authority or appropriate designee during which employees are exempt from work and paid at the employees prevailing rate.

Vacation Year: the interval of time based on the employee's service date with the City and extends from service date to service date.

Vendor: any individual or group engaged in or desiring to engage in the supply of goods, materials, or services, (which are utilized in the conduct of public business) to the City and/or its employees.

Work Area: any office, room, or physical location where official City business is transacted and/or operations of the City are conducted.

Work Time: the time when an employee's duties require that the employee be engaged in work tasks**.**

Written Reprimand: written record of disciplinary action, usually issued after a written warning has failed to improve an employee's conduct or when the employee has committed a more serious violation, which is provided to the employee and placed in the employee's personnel file in an attempt to improve the employees conduct and performance.

Written Warning: written documentation of a verbal counseling and instruction which is provided to the employee and placed in the employee's personnel file to correct any misconduct and improve the employee's conduct and performance.

160.02 AUTHORIZED POSITIONS, PERSONNEL, CLASSIFICATION AND PAY GRADE

Position	Personnel	Classification	Pay Grade
(a) ADMINISTRATIVE			
Mayor	1	Unclassified	See Sect. 141.01
Auditor	1	Unclassified	See Sect. 143.01
City Attorney	1	Unclassified	See Sect. 147.03
Asst. City Attorney	1	Unclassified	22
Asst. City Prosecutor	1	Unclassified	19
Asst. City Prosecutor	1 F/T (3/4)		
City Attorney Secretary	1	Unclassified	15
City Attorney Clerk	1	Classified	13
Criminal Justice Program Administrator	1	Unclassified	14-A
Mayor's Secretary	1	Unclassified	15-A
Clerk of Courts	1	Unclassified	20
Assistant Clerk of Courts	1	Classified	13
Deputy Clerk	1 F/T (3/4)	Classified	9
Deputy Clerk	1	Classified	9
Clerk of Council	1	Unclassified	18
Assistant Clerk of Council	1 p/t	Unclassified	10
Tax Financial Manager	1	Classified	20
Deputy Auditor	1	Unclassified	20
Administrative Specialist	1	Unclassified	13
Payroll Specialist	1	Classified	13
Finance Manager	1	Classified	18
Senior Accountant	1	Classified	17
Accountant 1	1	Classified	15
Civil Service Administrative Assistant	2 p/t	Unclassified	15
Diversity, Equity, Inclusion Compliance Manager	1	Classified	21
(b) DEPARTMENT OF COMPUTER SYSTEMS			
Director of Computer Systems	1	Unclassified	22
Network Systems Administrator	1	Classified	19
(c) DEVELOPMENT DEPARTMENT			
Development Director	1	Unclassified	22
Economic Development Specialist	1	Unclassified	14-A
~~Administrative Assistant~~	~~1~~	~~Unclassified~~	~~13~~
Planning & Zoning Administrator	1	Classified	20
Planner 1	1	Classified	14-A
Zoning Assistant	1	Classified	12
(d) HUMAN RESOURCES DEPARTMENT			
Director of Human Resources	1	Unclassified	22
Human Resources Coordinator	1	Unclassified	14-A

(e) PARKS & RECREATION DEPARTMENT

Director of Parks & Recreation	1	Unclassified	22
Administrative Assistant	1	Unclassified	13
Senior Center Manager	1	Classified	16
Senior Center Assistant	1	Classified	9
Senior Center Activities Instructor	1 p/t	Classified	3
Recreation Superintendent	1	Classified	18
Grounds Superintendent	1	Classified	18
Forester Superintendent	1	Classified	18
Assistant Grounds Superintendent	1	Classified	15-A
Landscape Supervisor	1	Classified	14-A
Parks and Grounds Maintenance	4	Classified	10
Field and Landscape Operator	2	Classified	10
Streetscape Maintenance Equipment Operator ~~(April 1-September 30) (To be shared with Service Dept)~~	2	Classified	10
Horticulturist	1	Classified	14-A
Horticulturist Assistant	1	Classified	12
Recreation Coordinator	1	Classified	10
Park Ranger	4	Classified	12
Forester Assistant	1	Classified	12
Seasonal & Occasional	Variable	Unclassified	See 160.03 (d) & (e)

(f) POLICE DEPARTMENT

Director of Public Safety	1	Unclassified	22
Chief of Police	1	Classified	26A
Deputy Chief of Police	1	Classified	24A
Lieutenant	3	Classified	See Chapter 166
Sergeant	9	Classified	See Chapter 166
Police Officer	61	Classified	See Chapter 166
Dispatcher	10	Classified	See Chapter 162
Support Services Supervisor	1	Classified	16
Property Room Coordinator	1 F/T (3/4)	Classified	10
Property Room Clerk	1 p/t	Classified	7
Chief of Police Administrative Assistant	1	Classified	14-A
Public Safety Records Technician	4	Classified	11
Public Safety Records/Research Technician	1	Classified	13
Command & Staff Administrative Assistant	1	Classified	14
Accreditation Manager	1 p/t	Classified	10
Training Coordinator	1 F/T (3/4)	Classified	10
Court Liaison	2 FT (3/4)	Classified	13
Public Safety Social Worker Supervisor	1	Classified	17
Public Safety Social Worker/ Victim Advocate	2	Classified	16
Community Liaison/Advocate	1	Classified	14-A

(g) SERVICE DEPARTMENT

(1) SERVICE DIVISION

Director of Public Service	1	Unclassified	22
Public Service Manager	1	Unclassified	21
Administrative Assistant	1	Unclassified	13

Administrative Assistant Front Desk	1	Classified	8
GIS Administrator	1	Classified	17
Maintenance Superintendent	1	Classified	18
Custodian	4	Classified	5
Maintenance Assistant Superintendent	1	Classified	14-A
Building Maintenance Worker	1	Classified	11

(2) BUILDING DIVISION

Chief Building Official	1 F/T (3/4)	Classified	21
Assistant Chief Building Inspector	1	Classified	17
Plans Examiner	1 F/T (3/4)	Classified	16
Building Inspector	2	Classified	15-A
Residential Building Inspector	1	Classified	14
Electrical Inspector	1 F/T (3/4)	Classified	14
Lead Permit Technician	1	Classified	15-A
Permit Technician	2~~1~~	Classified	11
Code Compliance Officer Supervisor	1	Classified	14-A
Code Compliance Officer	4	Classified	10

(3) WATER/WASTE WATER DIVISION

Superintendent	1	Classified	18
Assistant Superintendent - Water	1	Classified	15-A
Assistant Superintendent – Waste Water	1	Classified	15-A
Maintenance Equipment Operator	7	Classified	10
Billing Manager	1	Classified	15-A
Account Clerk 2	4	Classified	10
Administrative Assistant (Shared w/Street/StormWtr)	1*	Classified	10

(4) STREET DIVISION

Superintendent	1	Classified	18
Assistant Superintendent	1	Classified	15-A
Administrative Assistant (Shared w/Water/WasteWater Division)	1*	Classified	10
Maintenance Equipment Operator	5~~6~~	Classified	10
Maintenance Equipment Operator (Shared w/Storm Water)	1*	Classified	10
~~Streetscape Maintenance Equipment Operator (October 1 – March 31) (Shared w/Parks & Recreation)~~	~~2*~~	~~Classified~~	~~10~~
Fleet Maintenance Supervisor	1	Classified	15-A
Fleet Maintenance Technician	2	Classified	10

(5) STORM WATER DIVISION

Assistant Superintendent	1	Classified	15-A
Administrative Assistant (To be shared w/Street/WasteWater Division)	1*	Classified	10
Maintenance Equipment Operator	2	Classified	10
Maintenance Equipment Operator (To be shared w/Street Division)	1*	Classified	10

(h) COMMUNITY EVENTS

Public Information/Special Events Director	1	Unclassified	22
Special Events Coordinator	1	Classified	8
Public Information Specialist	1	Classified	10
Seasonal and Occasional	Variable	Unclassified	See 160.03 (e) (4)

(i) DEPARTMENT OF ENGINEERING

Director of Engineering	1	Unclassified	22

SALARY SCHEDULE

160.03 SALARY SCHEDULE

(a) All permanent Part and Full Time Employees – NON SUPERVISORY PERSONNEL

THE FOLLOWING PAY GRADES
SHALL BE IN EFFECT ON JANUARY 1, 2026:

*Nonexempt payroll will be based upon hourly rates derived from the annual rates.
** Scale will automatically adjust by 2% each year beginning January 1, 2022.

Pay Grade	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
3	$ 18.09	$ 18.98	$ 19.93	$ 20.93	$ 21.98	$ 23.07
4	$ 19.19	$ 21.04	$ 22.87	$ 24.71	$ 26.49	$ 28.38
5	$ 19.66	$ 21.57	$ 23.44	$ 25.34	$ 27.15	$ 29.09
6	$ 20.06	$ 21.99	$ 23.90	$ 25.80	$ 27.69	$ 29.66
7	$ 20.46	$ 22.44	$ 24.37	$ 26.35	$ 28.24	$ 30.25
8	$ 21.74	$ 23.62	$ 25.51	$ 27.37	$ 29.27	$ 31.16
9	$ 22.79	$ 24.75	$ 26.47	$ 28.69	$ 30.68	$ 32.66
10	$ 23.36	$ 25.62	$ 27.42	$ 29.41	$ 31.45	$ 33.48
11	$ 23.82	$ 25.88	$ 27.96	$ 29.98	$ 32.08	$ 34.15
12	$ 24.31	$ 26.41	$ 28.53	$ 30.59	$ 32.71	$ 34.83
13	$ 24.79	$ 26.93	$ 29.10	$ 31.21	$ 33.38	$ 35.52
14	$ 25.25	$ 27.47	$ 29.68	$ 31.82	$ 34.04	$ 36.24
15	$ 25.79	$ 28.03	$ 30.27	$ 32.46	$ 34.73	$ 36.97

(b) SUPERVISORY PAY RANGE OR OTHER SPECIALIZED SKILLS

Each year employees in the pay group will be given a merit increase based upon their performance and goals met each year. The Mayor will set the range each November during the budget process. Once the range is established pay increases will be based on overall performance within the range set. Human Resources will develop the goal setting and evaluation process.

Pay Grade	Minimum	Maximum
14-A	$ 29.79	$ 55.00
15-A	$ 30.89	$ 57.29
16	$ 31.99	$ 59.59
17	$ 33.10	$ 64.16
18	$ 34.21	$ 66.46
19	$ 35.31	$ 68.74
20	$ 36.41	$ 71.04
21	$ 44.14	$ 73.33
22	$ 46.34	$ 75.62

(c) SENIOR POLICE MANAGEMENT

Pay Grade	Minimum	Maximum
24A	$ 56.27	$ 82.87
26A	$ 61.68	$ 88.52

Holiday Compensation

Employees scheduled for 10-hour workdays or a 30-hour workweek are required to adjust their schedules during holiday weeks. Employees working 10-hour days are required to modify their schedules to five 8-hour days during the holiday week with 8-hours compensated for the holiday, and those working a 30-hour week are required to modify their schedules to five 6-hour days during the holiday week with 6-hours compensated for the holiday.

Part-time employees, defined as those working 29 hours or fewer per week, will receive 4-hours of holiday pay.

(d) PART TIME EMPLOYEE
Part time employees' rate of pay shall be set by the Appointing Authority within the pay grade assigned.

(e) SEASONAL EMPLOYEE

1) Parks and Recreation Department:

Recreation Leader	$11.00 - $25.00
Seasonal Maintenance Employee	$11.00 – $25.00
Bus/Van Driver	$11.00 - $25.00

2) Service Department

Water/Wastewater Laborer	$11.00 - $25.00 per hour
Service Seasonal Laborer	$11.00 - $25.00 per hour

3) Street Department

Street Seasonal Laborer	$11.00 - $ 25.00 per hour

4) Community Events Department

Seasonal Community Events Employee $11.00 - $ 25.00 per hour

(f) OCCASIONAL LABOR/INDEPENDENT CONTRACT

Unless otherwise indicated, occasional shall be paid at the rate mandated as the minimum wage by the Fair Labor Standards Act All Independent Contractors responsibilities must meet all requirement as defined by the Ohio Public Employees Retirement System.

Exceptions to this area are as follows:

(1) Parks and Recreation Department:

Umpire/Referee-	$11.00 - $100.00 per game
Program Assistant	$ 11.00 - $75.00 per game/hour

(2) Service Department (Building Division)

Building Plans Examiner	
Residential/Inspector	$13.00 - $25.00 per hour

College – Interns

Permitted by a department that has funding available within the department budget for a college intern that will be on payroll on a part-time basis not to exceed six-months after college graduation with a secondary degree. There will be no benefits, holiday, vacation and sick leave earned.

High School- Interns

(a) If a high school student is receiving class credit for the internship and is performing duties during the academic year, there will be no compensation for this internship. The internship will be for one academic year. If no credit is given for the internship, then the student will be compensated in the hourly rate range of the Seasonal Recreation Leader pay.

(b) High school students that are not receiving class credit and the duties are performed during the school recess will receive an hourly rate in the range of the Seasonal Recreation Leader pay. The internship will be in place no longer than the summer break.

160.04 OTHER COMPENSATION

(1) All Second Shift Chapter 160 Eligible Employees Shift Differential

A shift differential of one dollar ($1.00) per hour worked shall be paid to any Chapter 160 eligible employees when the majority of their regularly scheduled daily shift is after 1:00 p.m. and before 6:00 a.m. This applies to employees that work three-quarter or forty-hour workweek.

Employees who work less than 20 hours per week on a regular basis will receive no benefits.

(2) Tomato Festival Event Staffing Compensation
All employees are mandated to complete a minimum of one shift on either Friday or one shift on Saturday in support of the Tomato Festival. The Appointing Authority reserves the right to assign or adjust an employee's shift as necessary to meet the operational requirements of the event. Any employee that works a shift on Thursday OR Friday AND a shift on Saturday of the Tomato Festival will receive their hourly pay and one (1) additional Bonus Personal day to be used no later than December 15 of the year earned. The hours allocated for the bonus personal day will correspond to the employee's standard workday hours. Part-time employees, defined as those working 29 hours or fewer per week, will receive a 4-hour bonus personal day. Hourly rate is defined as current rate of pay or time and a half, if applicable. Employees may elect to receive compensatory time in lieu of overtime if they wish.

(3) Alternate Schedules (10-hour Workdays Schedules and 30-hour Workweek Schedules)
Employees scheduled for 10-hour workdays or a 30-hour workweek are required to adjust their schedules during holiday weeks. Employees working 10-hour days are required to modify their schedules to five 8-hour days during the holiday week with 8-hours compensated for the holiday, and those working a 30-hour week are required to modify their schedules to five 6-hour days during the holiday week with 6-hours compensated for the holiday.

160.05 OVERTIME ELIGIBILITY

A. POLICY

1. Exempt (Salary): Administrative, executive, professional, and certain other employees paid on a salary basis may be exempted or may fall into one of the specific categories of "non-covered" employees under the FLSA. The following positions are exempt from overtime compensation:

Service Director	Superintendent of Streets
Development Director	Superintendent of Water/Wastewater
Parks & Recreation Director	Chief Building Official
Human Resources Director	Clerk of Courts
Chief of Police	Tax Financial Manager
Deputy Chief of Police	Finance Manager
Clerk of Council	Assistant City Prosecutors
Assistant City Attorney	Planning & Zoning Administrator
Parks Grounds Superintendent	Recreation Superintendent
Deputy Auditor	Building Maintenance Superintendent
Criminal Justice Program Administrator	Forester Superintendent
Public Safety Social Worker/Victim Advocate Supervisor	Public Information/Special Events Director

Such employees shall not receive a reduction in pay for absences of less than an entire work period (normally five [5] days). Absences will first be deducted from the employee's accumulated sick leave, vacation, or other paid leave time, as appropriate. Sick leave, vacation leave, and holiday pay are based upon a 40 hour week for exempt employees.

2. Nonexempt (Hourly): Employees that fall into the non-exempt status, either by ordinance or the federal Fair Labor Standards Act (FLSA), are paid a set wage on an hourly basis.

3. Part-time employees are expected to work their normally prescribed amount of work hours as determined by the City.

160.06 OVERTIME PAY

(a) Overtime will be authorized by the Appointing Authority or designee when it is necessary to prevent loss of life, damage to property, or to continue essential City services. Only full-time non-exempt employees are eligible for overtime pay.

(b) Full-time employees required to work, in excess of the established regular work week, holidays and/or any paid leave during the scheduled work week, shall be compensated for the excess hours at the rate of one and one-half (1½) times their current rate of pay. Employees must submit a time sheet by noon on Monday in order to be paid for overtime in the prior two (2) weeks. If not, overtime will be paid in the following pay period. Part-time employees must work more than forty (40) hours per week in order to qualify for overtime pay.

(c) The work period for calculating overtime shall be 12:00 a.m. Saturday through 11:59 p.m. Friday, unless the City has established an alternative work period for certain classes of employees. The City's right to use dual calculations to compute overtime owed to employees covered by collective bargaining agreements remains intact.

(d) In case of death of an employee, any earned overtime hours worked credited to such employee shall be paid to the surviving spouse, or to the estate of the deceased, if there is no surviving spouse.

160.07 LONGEVITY (Unless covered under the collective bargaining agreement – See Contract)

Eligible full-time (three quarter to forty hour) employees shall be entitled to longevity pay as set forth below to be paid on their actual anniversary date with continuous service with the City.

From (Anniversary)	To	
5th year	9th year	$ 850.00 annually
10th year	14th year	$ 1,100.00 annually
15th year	19th year	$ 1,250.00 annually
20th year	----	$ 1,400.00 annually

Employees must be employed by the City of Reynoldsburg on their longevity payment date to receive longevity pay. Longevity pay will not be prorated.

160.08 ADMINISTRATION OF PAY PLAN

(a) SALARY SCHEDULE AND PAY GRADES

1) Effective January 1, 2021 the City will update the step program for non-bargaining unit employees in pay grades 1 through 15 in non-supervisory roles as reflected in 160.03 (a). Effective January 1, 2021, any adjustments in step assignments will be made at the discretion of the Appointing Authority to fall in line with the new step program being implemented. Effective January 1, 2023, each employee will then move through their steps on their anniversary date of each year that falls on years that end in odd numbers. Effective January 1, 2022 and each January 1 thereafter the scale will adjust by two percent (2%) each year.

2) The Appointing Authority will determine what step an individual is assigned based upon the qualification at the time of the initial hiring/transfer/promotion.

   In the event an individual does not meet expectations on their annual review, moving to the next step could be delayed. Any employee not meeting performance standards will be notified of a delay of the step increase by six-months. At the six-month mark there will be another evaluation of performance and if the employee meets the performance standards, they will be granted their step increase and then move forward to their next step on their anniversary date. The denial of an increase is not a disciplinary action nor a reduction in pay the employee has simply not earned an increase.

3) If there are specific required certifications and/or licenses that is required for a position and it is achieved, the Appointing Authority may authorize the moving to a higher step within the range.

4) For supervisory staff in pay grades 14 -26A hiring rate of pay will be based upon the minimum and maximum range set forth in each pay grade, based upon qualifications and approval of the appointing authority. Annual increases will be based upon annual performance reviews/feedback from their supervisor and/or Appointing Authority within the approved ranges and will be effective January 1 of each year. Any other salary adjustments will be made at the discretion of the Appointing Authority.

5) All employee change forms shall be signed by the Appointing Authority, City Auditor or designee of the City Auditor, and the Human Resources Director to confirm that such change forms are consistent with the requirements set forth in Chapter 160.

(b) Cost of Living Adjustments

On January 1 of each calendar year that is an even number, there will be a two- percent (2%) cost of living adjustment for all non-bargaining unit employees.

(c) Promotions

Upon promotion, the employee's rate of pay shall be adjusted from their current pay grade and step and to the assigned pay grade and the step determined by the Appointing Authority.

(d) Transfers and Certain Other Appointments

Upon lateral transfer or appointment to a classification within the same Pay Grade, the employee's pay rate will be set by the Appointing Authority pursuant to Section 160.08 (a) (2). If that lateral transfer or appointment is to a classification with a lower Pay Grade, the appointing authority may establish the employee's pay at an equitable rate within the lower Pay Grade authorized by Reynoldsburg Chapter 160.03 Salary Schedule. Promotion transfers and appointments will be approved by the Appointing Authority. All benefits are retained when an employee transfers or is appointed to another position within the service of the City for any reason.

160.09 GROUP INSURANCE

(a) Each non-bargaining unit employee eligible for medical insurance under the Affordable Health Care Act is entitled to such benefits provided by a group insurance contract, the premiums of which, including premiums for dependent coverage, if appropriate, shall be paid by the City less an employee/newly elected or appointed official premium contribution of twelve percent (12%) of the total monthly premium for health, and seven percent (7%) for dental and vision insurance unless otherwise specified. Premium contributions shall be paid by payroll deduction. Coverage's and exclusions are as follows:

1. Effective January 1, 2014, eligible non-bargaining unit employees and each newly elected official serving in the Mayor, City Attorney and City Auditor who choose to utilize the City's medical insurance will pay twelve (12%) of the monthly premium contribution.

2. Effective January 1, 2008 for eligible non-bargaining unit employees and place into the H.S.A. amounts for single and family coverage as determined annually by City Council. Contributions for elected officials shall be equal to the contribution for full-time non-bargaining unit employees. Said amounts will be placed into the individual H.S.A. by the Auditor not later than January 15th of each year or as determined by the appropriate Labor Agreement.

    i. The following shall apply for each full-time non-bargaining employee and is eligible and covered by Medicare coverage: the City will reimburse said full-time non-bargaining unit employee or elected official for qualified medical expenses and prescriptions that meet the insurance plan deductible coverage up to the same contribution level of those not covered by Medicare.

3. Full-time non-bargaining unit employees required to forfeit insurance coverage because their spouse is also a covered City employee shall receive twenty-five (25) dollars per month while such forfeiture is in effect.

4. Full-time employees may "opt out" of City provided health insurance provided they supply a certificate of coverage from another provider. Non-bargaining unit employees who "opt out" of employee only coverage will be paid One Thousand Five Hundred Dollars ($1,500.00) annually. Non-bargaining unit employees who "opt out" of family coverage will be paid Two Thousand Five Hundred Dollars ($2,500.00) annually and any non-bargaining unit employee opting to take employee only coverage in lieu of family coverage, except as determined by Section (4) above, will be paid One Thousand Five Hundred Dollars ($1,500.00) annually. All dates of payments made under this "opt out" provision will be determined by the Auditor.

5. Each permanent three-quarter (30 hour) or more non-bargaining unit employee shall receive a minimum of Fifty Thousand Dollars ($50,000.00) or one times annual salary Life insurance rounded off to the next higher One Thousand Dollars ($1,000.00), plus an equal amount of Accidental Death Insurance. Part-time elected officials do not receive Life Insurance benefits. Premiums shall be fully paid by the City. The city shall provide police liability insurance for all police officers.

    Effective January 1, 2001 each full-time, non-bargaining unit employee is entitled to disability benefits provided by an insurance carrier, the premium of which is paid by the City of Reynoldsburg.

160.10 EDUCATIONAL ASSISTANCE

1. All full-time non-bargaining unit employees are eligible to participate in the Educational Assistance Incentive Program of the City. Participation is voluntary and available to those who elect job-related self-development activities during non-working hours. All coursework must be taken in accordance with a Planned Program of Professional Improvement approved by the appointing authority in advance.

2. The allowances for assistance are as follows:

    i. All full-time non-bargaining unit employees are eligible to participate in the Educational Assistance Incentive Program of the City. Participation is voluntary and available to those who elect job-related, self-related, self-development activities during non-working hours. All coursework must be taken in accordance with a Planned Program of Professional Improvement approved by the appointing authority in advance.

    ii. The allowances for assistance are as follows:
        (a) The annual allowance for college credit coursework education assistance (per non-bargaining unit employee) is $3,500 per academic year.
        (b) The annual allowance for non-college credited coursework education assistance (per non-bargaining unit employee is $1,000.00 per academic year
        (c) Annual text book reimbursement shall not exceed fifty percent (50%) of the actual cost of textbooks for college credit coursework and $250.00 for non-college credit coursework during the academic year.
        (d) All coursework must be preapproved before commencement of the course

3. To qualify for assistance, plan participants shall satisfactorily complete the course(s) with a grade of C or better, or pass a pass/fail course. Reimbursement shall be made upon submission of official transcripts, tuition statements, and receipts for textbooks.

4. An employee who has received educational assistance must remain an employee for one (1) year following completion of the courses for which assistance was received. If an employee separates from the City within one year of receiving education reimbursement, they will be required to reimburse the City for the associated costs. The Auditor's Department will be responsible for monitoring the amount owed and ensuring that reimbursement is received.

SECTION 160.13. PAID FAMILY LEAVE

(a) For purposes of this Section, the following terms and definitions apply:

(1) "Family and Medical Leave Act" or "FMLA" shall mean The Family and Medical Leave Act of 1993, 29 U.S.C. Section 2601 et seq.

(2) "Parent" shall mean an employee who is (a) either a biological, adoptive, step- or foster father or mother of a child, or (b) providing day-to-day care and financial support for a child who does not receive care and support from a biological, adoptive, step- or foster father or mother.

(3) "Paid parental leave" shall mean a ten-week leave of absence for the purpose of a parent bonding with a newborn or with a newly adopted child in which the employee is compensated at 100 percent of his or her regular base rate of pay. Paid parental leave shall be in addition to, and not reduce, an employee's balance of any other accrued paid leave provided to the employee by the City, including short-term disability associated with childbirth.

(b) All full-time and three-quarter time non-bargaining unit employees who have been employed with the City for 12 or more months at the time of the birth, adoption, shall be eligible to take paid parental leave immediately upon the birth or placement of a child for adoption or foster care. Employees covered under a collective bargaining agreement are eligible for parental leave as negotiated and detailed in their respective contracts. The requirement for one year of employment at the time of birth or adoption will be effective January 1, 2024.

(c) Paid parental leave must be taken in one uninterrupted period of leave time and must be taken immediately upon the birth or placement of a child for adoption or foster care. Paid parental leave entitlement is ten (10) weeks of paid leave.

(d) Paid parental leave shall run concurrently with Family Medical Leave Act leave and be counted against the amount of FMLA leave available to non-bargaining unit employees taking these benefits.

(e) Whenever the birth or placement of a child for adoption or foster care is foreseen, the employee must provide the Director of Human Resources at least 30 days' notice of his or her intention to take paid parental leave or paid childbirth leave.

(f) A non-bargaining unit employee who would otherwise be eligible for paid parental leave pursuant to above, whose child is stillborn or dies during the third trimester of pregnancy, is eligible for four (4) calendar weeks of paid parental leave following the date of death of the unborn or stillborn child. In the event the newly born or adopted child dies during the period of time that the employee is on paid parental leave, the non-bargaining unit employee shall be entitled to the full extent of the paid parental leave permitted above, and the paid parental leave shall not terminate due to the death of the child. All other provision of the paid parental leave granted pursuant to above shall apply.

(g) If a non-bargaining unit employee is enrolled in group health insurance or other insurance benefits sponsored by the City, these benefits will continue as if the employee had not taken leave.

(h) Paid parental leave taken by a non-bargaining unit employee shall not be counted as time worked for the purposes of calculating overtime.

(i) The Director of Human Resources shall promulgate a policy related to provision of medical documentation, adoption or foster documentation, intermittent leave,

returning to work, confidentiality and any other relevant considerations not inconsistent with this Section or the Family and Medical Leave Act.

160.14 ACTING/INTERIM PAY

Acting/Interim Pay will be considered for absences lasting a minimum of thirty (30) days and not to exceed ninety (90) days for reasons such as FMLA leave, Military leave, short-term or long-term disability. All acting or interim pay must be authorized by the Director of the Department, the Human Resources Director, and the Mayor. Acting employees must assume the full and unique responsibilities of the higher-level position. The acting/interim employee will receive a salary appropriate to that level of position during the minimum of thirty (30) days and not to exceed ninety (90) day timeframe. Employees in second level management personnel, second in command personnel (e.g. Assistant Superintendent, Public Service Manager, Deputy Auditor, Finance Manager, etc.), and exempt employees, are expected to fulfill the responsibilities of their supervisors during any absence, as this is considered part of their regular duties; therefore, they will not receive acting or interim pay.

Reynoldsburg
OHIO · 1839

STAFF REPORT
REYNOLDSBURG CITY COUNCIL

DATE: May 11, 2026

RE: An Ordinance to Amend Ordinance No. 65-2025 Providing for Adjustments to the Annual Budget for the City of Reynoldsburg, State of Ohio, for the Fiscal Year Ending December 31, 2026, to Add Debt Service Funding, and Declaring an Emergency

APPROVALS:

Joe Begeny
Shanette Strickland
Chris Shook
Mollie Prasher

EMERGENCY:

single-read emergency

REASON FOR EMERGENCY:

in order to pay current bills for Debt Service

STAFF REPORT:

No funds were allocated in the 2026 Budget for Debt Service payments

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AN ORDINANCE TO AMEND ORDINANCE NO. 65-2026 PROVIDING FOR ADJUSTMENTS TO THE ANNUAL BUDGET FOR THE CITY OF REYNOLDSBURG, STATE OF OHIO, FOR THE FISCAL YEAR ENDING DECEMBER 31, 2026 TO ADD DEBT SERVICE FUNDING, AND DECLARING AN EMERGENCY

WHEREAS, pursuant to the provisions of Section 5.03 (4) of the Charter of the City of Reynoldsburg, Ohio, the City Council adopted the municipal budget for the fiscal year beginning January 1, 2026 with appropriations effective January 1, 2026 and ending December 31, 2026.; and

WHEREAS, the Mayor has submitted a proposed budget with estimates and explanatory data; and

WHEREAS, the Auditor has recommended appropriations to supplement the previously approved budget to include payments for the Debt Service Funds.

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF REYNOLDSBURG, OHIO:

SECTION 1. That the annual budget of the City of Reynoldsburg, as established by Ordinance No. 65-2025, is amended by the Council, as recommended by the Auditor, and is hereby adopted.

SECTION 2. That the following appropriations be made from the unappropriated General Fund (110) to the following funds:

GL#	Title	Amount Due
310.991.5414	General Debt Retirement Fund - G. O. Bond-Principal	$993,538.38
310.991.5424	General Debt Retirement Fund - G. O. Bond-Interest	$1,503,615.00
710.991.5414	Water Fund - G. O. Bond-Principal	$95,000.00
710.991.5424	Water Fund - G. O. Bond- Interest	$253,062.50
720.991.5414	Wastewater/Sewer Fund - G. O. Bond-Principal	$95,000.00
720.991.5424	Wastewater/Sewer Fund - G. O. Bond- Interest	$253,062.50
740.991.5414	Storm Water Drainage Fund - G. O. Bond-Principal	$380,000.00
740.991.5424	Storm Water Drainage Fund - G. O. Bond- Interest	$259,503.50
Total		$3,832,781.88

SECTION 3. That this Ordinance is deemed to be an emergency measure necessary for the financial needs of the City and further to pay the due Debt Service accounts; therefore, upon adoption by Council, this Ordinance shall be in effect immediately following the signature of the Mayor.

Reynoldsburg
OHIO · 1839

STAFF REPORT
REYNOLDSBURG CITY COUNCIL

DATE: May 11, 2026

RE: An Ordinance Adopting the Tax Budget for the City of Reynoldsburg, Ohio for the Fiscal Year Beginning 2027, and Declaring an Emergency

APPROVALS:

Joe Begeny
Shanette Strickland
Chris Shook
Mollie Prasher

EMERGENCY:

REASON FOR EMERGENCY:

STAFF REPORT:

An Ordinance Adopting the Tax Budget for the City of Reynoldsburg, Ohio for the Fiscal Year Beginning 2027, and Declaring an Emergency

WHEREAS, the tax budget of the City of Reynoldsburg, Ohio for the fiscal year 2027 has been presented to the City Council; and

WHEREAS, said tax budget has been made conveniently available to public inspection for at least ten (10) days by having at least two (2) copies thereof on file with the Clerk of Council; and

WHEREAS, the Council has held a Public Hearing on said tax budget of which public notice was given by publication not less than ten (10) days previous to the date thereof;

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF REYNOLDSBURG, OHIO:

SECTION 1. That the said tax budget of the City of Reynoldsburg, State of Ohio, for the fiscal

year beginning January 1, 2027 and ending December 31, 2027, is hereby adopted and approved, and that taxes are levied upon the real and personal property within the City of Reynoldsburg as returned upon the tax duplicate and should be collected for municipal purposes for the fiscal year 2027 as required by said tax budget.

SECTION 2. That the Clerk be and is hereby authorized and directed to send a certified copy of this Ordinance to the Auditors of Franklin, Licking, and Fairfield Counties of the State of Ohio.

SECTION 3. That this Ordinance is deemed to be an emergency measure necessary for the expedient financial operation of the city and, further, for the reason that the official tax budget of the city must be filed with the County Auditor by July 20, 2026; wherefore, upon adoption by Council, this Ordinance shall be in effect immediately upon signature by the Mayor.

Reynoldsburg
OHIO · 1839

STAFF REPORT
REYNOLDSBURG CITY COUNCIL

DATE: May 11, 2026

RE: A Resolution Authorizing the Mayor to Enter into a Contract with Creative Financial Staffing for Temporary Accounting Support Services and Waive Competitive Bidding

APPROVALS:

Joe Begeny
Shanette Strickland
Chris Shook
Mollie Prasher

EMERGENCY:

REASON FOR EMERGENCY:

STAFF REPORT:

A Resolution Authorizing the Mayor to Enter into a Contract with Creative Financial Staffing for Temporary Accounting Support Services and Waive Competitive Bidding

WHEREAS, the City Auditor has identified a need to secure temporary accounting support services to facilitate expedited departmental operations; and

WHEREAS, the Auditor intends to utilize the services of Creative Financial Staffing to provide such temporary services; and

WHEREAS, the services provided constitute professional services, and pursuant to the Ohio Revised Code, contracts for professional services are not subject to competitive bidding requirements; and

WHEREAS, sufficient funds are available within the 2026 Budget to financially cover the cost of such services, with the total cost not to exceed Forty-Eight Thousand Dollars ($48,000.00); and

WHEREAS, it is necessary to authorize the use of said funds and to authorize the execution of a contract to ensure the continued and efficient operation of the Audit Department.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF REYNOLDSBURG, OHIO:

SECTION 1: That the Mayor is hereby authorized to enter into a contract with Creative Financial Staffing for the provision of temporary services, and take any and all actions necessary to effectuate the expenditure of said funds in accordance with this Resolution.

SECTION 2: That the use of currently budgeted funds appropriate from the unappropriated account numbers 110.545.5333 Outside Professional Services ($24,000) and110.545.5339 Miscellaneous Contract Services ($24,000) is hereby authorized for the purpose of procuring temporary services from Creative Financial Staffing, in an amount not to exceed Forty-Eight Thousand Dollars ($48,000.00).

SECTION 3: That Council hereby finds and determines that the services described herein are professional services and, therefore, are exempt from competitive bidding requirements under applicable provisions of the Ohio Revised Code.

SECTION 4: This Resolution shall take effect immediately upon passage by Council and the signature of the Mayor.

Reynoldsburg
OHIO • 1839

STAFF REPORT
REYNOLDSBURG CITY COUNCIL

DATE: May 11, 2026

RE: A Resolution Authorizing the Mayor to Enter into a Contract with Lumen Technologies for Fiber Service for the Reynoldsburg Police Department

APPROVALS:

Joe Begeny
Shanette Strickland
Chris Shook
Mollie Prasher

EMERGENCY:

REASON FOR EMERGENCY:

STAFF REPORT:

This contract is to connect Reynoldsburg Police Department to Gahanna with a high speed and low latency internet. This will greatly improve the experience we have with the new CAD/RMS product.

A RESOLUTION AUTHORIZING THE MAYOR TO ENTER INTO A CONTRACT WITH LUMEN TECHNOLOGIES FOR FIBER SERVICE TO THE REYNOLDSBURG POLICE DEPARTMENT

WHEREAS, the Reynoldsburg Police Department has a new CAD/RMS, an integrated software platform combining Computer-Aided Dispatch (CAD) and a Records Management System (RMS); and

WHEREAS, this technology will be used in conjunction with the City of Gahanna; and

WHEREAS, this contract will enhance the connection between the City of Reynoldsburg and the City of Gahanna to improve high speed and low latency internet; and

WHEREAS, the cost of these services was accounted for in the City's 2026 Budget; and

WHEREAS, the Mayor is authorized to enter into a contract with Lumen Technologies for a thirty-six month contract at a monthly rate of $1,042.96, totaling $37,546.56.

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF REYNOLDSBURG, OHIO:

SECTION 1. That the Mayor is hereby authorized to enter into a contract with Lumen Technologies for fiber services for the Reynoldsburg Police Department.

SECTION 2. That the contract is for a thirty-six month term at a cost of $1,042.96 per month totaling $37,46.56 and shall be paid from account number 110.584.5366 Computer Maintenance.

SECTION 3. This Resolution will be effective immediately upon passage by Council and the signature of the Mayor.

Reynoldsburg
OHIO · 1839

STAFF REPORT
REYNOLDSBURG CITY COUNCIL

DATE: May 11, 2026

RE: A Resolution Authorizing the Mayor to Enter into a Contract with Creative Financial Staffing for Temporary Accounting Support Services and Waive Competitive Bidding

APPROVALS:

Joe Begeny
Shanette Strickland
Chris Shook
Mollie Prasher

EMERGENCY:

REASON FOR EMERGENCY:

STAFF REPORT:

A Resolution Authorizing the Mayor to Enter into a Contract with Creative Financial Staffing for Temporary Accounting Support Services and Waive Competitive Bidding

WHEREAS, the City Auditor has identified a need to secure temporary accounting support services to facilitate expedited departmental operations; and

WHEREAS, the Auditor intends to utilize the services of Creative Financial Staffing to provide such temporary services; and

WHEREAS, the services provided constitute professional services, and pursuant to the Ohio Revised Code, contracts for professional services are not subject to competitive bidding requirements; and

WHEREAS, sufficient funds are available within the 2026 Budget to financially cover the cost of such services, with the total cost not to exceed Forty-Eight Thousand Dollars ($48,000.00); and

WHEREAS, it is necessary to authorize the use of said funds and to authorize the execution of a contract to ensure the continued and efficient operation of the Audit Department.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF REYNOLDSBURG, OHIO:

SECTION 1: That the Mayor is hereby authorized to enter into a contract with Creative Financial Staffing for the provision of temporary services, and take any and all actions necessary to effectuate the expenditure of said funds in accordance with this Resolution.

SECTION 2: That the use of currently budgeted funds appropriate from the unappropriated account numbers 110.545.5333 Outside Professional Services ($24,000) and110.545.5339 Miscellaneous Contract Services ($24,000) is hereby authorized for the purpose of procuring temporary services from Creative Financial Staffing, in an amount not to exceed Forty-Eight Thousand Dollars ($48,000.00).

SECTION 3: That Council hereby finds and determines that the services described herein are professional services and, therefore, are exempt from competitive bidding requirements under applicable provisions of the Ohio Revised Code.

SECTION 4: This Resolution shall take effect immediately upon passage by Council and the signature of the Mayor.

STAFF REPORT
REYNOLDSBURG CITY COUNCIL

DATE: May 11, 2026

RE: An Ordinance Authorizing the Mayor to Enter into a Contract Amendment with REP Entertainment II Limited for the Sale of Real Property, and Declaring an Emergency

APPROVALS:

Joe Begeny
Chris Shook
Mollie Prasher

EMERGENCY:

single-read emergency

REASON FOR EMERGENCY:

in order to facilitate the sale of the property

STAFF REPORT:

AN ORDINANCE AUTHORIZING THE MAYOR TO ENTER INTO A CONTRACT AMENDMENT WITH REP ENTERTAINMENT II LIMITED FOR THE SALE OF REAL PROPERTY, AND DECLARING AN EMERGENCY

WHEREAS, City Council, pursuant to Reynoldsburg City Code Chapter 175 (h), which permits the sale of real estate owned by the city; and

WHEREAS, the City council finds the sale of real property is at its discretion, and deems it necessary and in the best interest of the city.

NOW, THEREFORE, BE ORDAINED BY THE COUNCIL OF THE CITY OF REYNOLDSBURG, COUNTIES OF FRANKLIN, LICKING, AND FAIRFIELD, STATE OF OHIO:

SECTION 1. By agreement dated July 30, 2024, the parties executed that certain Purchase and Sale Agreement (the “Agreement”) by which the Seller agrees to sell to the Purchaser certain tracts or parcels of land identified there in as Franklin County Parcel Number 060-003828, containing approximately 3.75 acres of land on National Road, and Licking County

Parcel Number 013-030390, containing approximately 5.63 acres, located on the north side of East Main Street at the county line between Franklin and Licking Counties, Reynoldsburg, Ohio, 43068. The agreement and all associated exhibits are attached as Exhibit A and shall be incorporated by reference herein.

SECTION 2. That the proceeds of this sale ($600,000) be directly deposited into the unappropriated CIP Fund (410) upon receipt of payment.

SECTION 3. That this Ordinance is deemed to be an emergency measure necessary for the financial needs of the City to expedite the property sale; wherefore, upon adoption by Council, this Ordinance shall be in effect immediately upon signature of the Mayor.

Reynoldsburg
OHIO · 1839

STAFF REPORT
REYNOLDSBURG CITY COUNCIL

DATE: May 11, 2026

RE: An Ordinance to Approve Payment of Services Performed to the Auditors Certificate of Availability of Funds, and Declaring an Emergency

APPROVALS:

Joe Begeny
Shanette Strickland
Chris Shook
Mollie Prasher

EMERGENCY:

single-read emergency

REASON FOR EMERGENCY:

in order to pay an outstanding invoice from 2025

STAFF REPORT:

An Ordinance to Approve Payment of Services Performed to the Auditors Certificate of Availability of Funds, and Declaring an Emergency

WHEREAS, Council approved the budget for operations for the Police Department; and

WHEREAS, the City opened a Purchase Order in 2025 for services rendered by Minton Door Services and received services in 2025; however when invoiced, the company had changed ownership, names and EIN to Andrew D Miller DBA Miller Door Solutions, and could not cash checks under the previous name from the original purchase order; and
WHEREAS, the cost for services rendered is $14,572.85; and

WHEREAS, the City Auditor has certified that, at the time the purchase was made and at the present time, sufficient funds were available or in the process of collection, to the credit of the proper fund, properly appropriated, and free from any previous encumbrances; and

WHEREAS, the Ohio Revised Code (ORC) Section 5705.41 (D) grants to this Council the authority to approve payment for this purchase upon certification from the City's financial

representative that both were available at the time of the contract.

NOW, THEREFORE BE IT ORDAINED BY THE COUNCIL OF THE CITY OF REYNOLDSBURG, OHIO:

SECTION 1. That in accordance with ORC 5705.41(D) the following payment for services performed to the Auditor's Certificate shall be and is hereby approved:

Vendor: 12191 - Andrew D Miller DBA Miller Door Solutions (formerly Minton Door Services)
Description: Replacement of doors in the police station
Invoice Date: 12/17/2025
Invoice Number: 1719
Total Amount: $14,572.85
Account: 110.111.5361 Building Repair/Maintenance

SECTION 2. That this Ordinance is deemed to be an emergency measure necessary for the financial needs of the City in order to pay invoices and ORC 5705.41(D) requires that this Ordinance be passed within thirty days of its presentation to City Council. Therefore, upon adoption by Council, this Ordinance shall be in effect immediately upon signature by the Mayor.

Reynoldsburg
OHIO · 1839

STAFF REPORT
REYNOLDSBURG CITY COUNCIL

DATE: May 11, 2026

RE: An Ordinance Appropriating Unencumbered Balances as of December 31, 2025, for Various Police Special Revenue Funds, Provided Revenue Funds Received During 2026 be Accepted, and Declaring an Emergency

APPROVALS:

Joe Begeny
Shanette Strickland
Chris Shook
Mollie Prasher

EMERGENCY:

single-read emergency

REASON FOR EMERGENCY:

to secure funding for 2026 PD expenses

STAFF REPORT:

AN ORDINANCE APPROPRIATING UNENCUMBERED BALANCES AS OF DECEMBER 31, 2025, FOR VARIOUS POLICE SPECIAL REVENUE FUNDS, PROVIDED REVENUE FUNDS RECEIVED DURING 2026 BE ACCEPTED, AND DECLARING AN EMERGENCY

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF REYNOLDSBURG, OHIO:

Section I: That the unencumbered balances as of December 31, 2025, in various Police Special Revenue Funds be appropriated to the proper associated accounts in the following manner:

$ 244,458.23 from the unappropriated Law Enforcement Fund (290) be appropriated to account
290.111.5529 Miscellaneous Distributions Law Enforcement Fund

$ 21,499.54 from the unappropriated Law Enforcement Fund (290) be appropriated to

account 290.111.5921 Immobilization Expenses Law Enforcement Fund

$ 50,979.70 from the unappropriated Drug Enforcement Fund (291) be appropriated to 291.111.5529 Miscellaneous Distributions Drug Enforcement Fund

$ 4,376.00 from the unappropriated Safety Belt Program Fund (292) be appropriated to 292.111.5529 Miscellaneous Distributions Safety Belt Program Fund

$ 24,969.52 from the unappropriated DUI/ Education/ Enforcement Fund (293) be appropriated to
293.111.5529 Miscellaneous Distributions DUI Education Fund

$ 19,936.88 from the unappropriated Federal Forfeiture Fund (294) be appropriated to 294.111.5529 Miscellaneous Distributions Federal Forfeiture Fund

$ 92,825.76 from the unappropriated Law Enforcement Asst. Fund (295) be appropriated to 295.111.5529 Miscellaneous Distributions Law Enforcement Assistance Fund

SECTION 2. That any revenues received by the City for the various funds referred to in Section 1, during the year 2026, shall be credited to the proper funds, to appropriate when requested by the Administration and approval of City Council.

SECTION 3. That this Ordinance is deemed to be an emergency measure necessary for the financial needs of the City's to secure the funds for use in 2026. Therefore, upon adoption by Council, this Ordinance shall be in effect immediately upon signature of the Mayor.

Reynoldsburg
OHIO · 1839

STAFF REPORT
REYNOLDSBURG CITY COUNCIL

DATE: May 11, 2026

RE: An Ordinance to Approve Payment of Services Performed to the Auditor's Certificate of Availability of Funds, and Declaring an Emergency

APPROVALS:

Joe Begeny
Shanette Strickland
Chris Shook
Mollie Prasher

EMERGENCY:

single-read emergency

REASON FOR EMERGENCY:

in order to pay a passed due invoice

STAFF REPORT:

An Ordinance to Approve Payment of Services Performed to the Auditor's Certificate of Availability of Funds, and Declaring an Emergency

WHEREAS, Council approved the budget for operations for the Water Department; and

WHEREAS, the City opened a purchase order in January 2026, for services rendered by Gemini Group, LLC; however, when invoiced, the purchase order was opened using the wrong company; and

WHEREAS, the cost of the expenses is $11,474.10; and

WHEREAS, the City Auditor has certified to this Council that at the time the purchase was made, and at the present time, sufficient funds were available or in the process of collection, to the credit of the proper fund, properly appropriated, and free from any previous encumbrances; and

WHEREAS, the Ohio Revised Code (ORC) Section 5705.41 (D) grants to this Council the

authority to approve payment for this purchase upon certification from the City's financial representative that both were available at the time of the contract.

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF REYNOLDSBURG, OHIO:

SECTION 1. That in accordance with ORC 5705.41(D) the following payment for services performed to the Auditor's Certificate shall be and is hereby approved:

Vendor: 12475 – Gemini Group Consulting, LLC
Description: services and publications provided to meet EPA regulations
Invoice Date: 03/13/2026
Invoice Number: 2668
Total Amount: $11,474.10
Account: 710.735.5339 – Water Miscellaneous Contract Services

SECTION 2. That this Ordinance is deemed to be an emergency measure necessary for the financial needs of the City in order to pay invoices and ORC 5705.41(D) requires that this Ordinance be passed within thirty days of its presentation to City Council. Therefore, upon adoption by Council, this Ordinance shall be in effect immediately following the signature of the Mayor.

Reynoldsburg
OHIO · 1839

STAFF REPORT
REYNOLDSBURG CITY COUNCIL

DATE: May 11, 2026

RE: An Ordinance Authorizing the Mayor to Enter into a Contract to Purchase and Construct a Greenhouse at the Parks and Public Service Facility, Waive Competitive Bidding, and Declaring an Emergency

APPROVALS:

Joe Begeny
Shanette Strickland
Chris Shook
Mollie Prasher

EMERGENCY:

two-read emergency

REASON FOR EMERGENCY:

maintain construction timelines

STAFF REPORT:

AN ORDINANCE AUTHORIZING THE MAYOR TO ENTER INTO A CONTRACT TO PURCHASE AND CONSTRUCT A GREENHOUSE AT THE PARKS AND PUBLIC SERVICE FACILITY, WAIVE COMPETITIVE BIDDING, AND DECLARING AN EMERGENCY

WHEREAS, the City of Reynoldsburg received multiple bids for the construction of a new Parks and Public Service facility; and

WHEREAS, within the bid package awarded to Pepper Construction was an allowance for the construction of a greenhouse; and

WHEREAS, the City's Architect and Horticulturist consulted with LLK Greenhouse Solutions during the initial planning and design phases based on the City's needs; and

WHEREAS, an allowance was provided in the contract for the purchase and construction of a greenhouse; and

WHEREAS, LLK Greenhouse Solutions provided the cost and a base rate for labor; however, the inclusion of prevailing wage was not accounted for; and

WHEREAS, it is imperative that the City continue to coordinate the various components of this project to assure there is no construction delays or interruption of services, and is requesting that City Council waive the competitive bidding requirements for the purchase and construction of the greenhouse; and

WHEREAS, the additional prevailing wage rate costs of $23,744.98 are necessary to complete this work and shall be taken from the project's current contingency account.

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF REYNOLDSBURG, OHIO:

SECTION 1. That the Mayor is hereby authorized to waive competitive bidding for the purchase and construction of the greenhouse for the Parks and Public Service facility.

SECTION 2. That $23,744.98 shall be taken from the projects current contingency account to cover these additional costs.

SECTION 3. That this Ordinance is deemed to be an emergency measure necessary for the financial needs of the City, and further to facilitate as soon as possible in order to meet contract deadlines; wherefore upon adoption by Council, this Ordinance shall be in effect immediately following the signature of the Mayor.

Reynoldsburg
OHIO · 1839

STAFF REPORT
REYNOLDSBURG CITY COUNCIL

DATE: May 11, 2026

RE: An Ordinance Authorizing the Mayor to Enter into a Contract with DLZ for the Waggoner Road Phase II Improvement Project (Construction Inspection Services), Appropriating Funds Therefor, and Declaring an Emergency

APPROVALS:

Joe Begeny
Shanette Strickland
Chris Shook
Mollie Prasher

EMERGENCY:

two-read emergency

REASON FOR EMERGENCY:

maintain construction deadlines

STAFF REPORT:

AN ORDINANCE AUTHORIZING THE MAYOR TO ENTER INTO A CONTRACT WITH DLZ FOR THE WAGGONER ROAD PHASE II IMPROVEMENT PROJECT (CONSTRUCTION INSPECTION SERVICES), APPROPRIATING FUNDS THEREFOR, AND DECLARING AN EMERGENCY

WHEREAS, the City of Reynoldsburg received multiple bids for the Waggoner Road Phase II Improvement Project on February 6, 2026; and

WHEREAS, the City Engineer has reviewed the bids submitted and determined that the lowest and best bidder for the project is Shelly & Sands, Inc.; and

WHEREAS, as part of the project, the City needs to contract for construction inspection services with DLZ; and

WHEREAS, the City Engineer recommends that the Mayor enter into a contract with DLZ for $719,692.47 for the Waggoner Road Phase II Improvement Project.

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF REYNOLDSBURG, OHIO:

SECTION 1. That the Mayor is hereby authorized to enter into contract with DLZ for $719,692.47 for the Waggoner Road Phase II Improvement Project (construction inspection services).

SECTION 3. That $719,692.47 shall be appropriated from the unappropriated General Fund (110) and appropriated to the unappropriated project number 410.000.0205.5339 Waggoner Road Phase II Miscellaneous Contract Services Fund,

SECTION 4. That these funds will be reimbursed to the General Fund (110) when the appropriate financial Notes are received.

SECTION 5. That this Ordinance is deemed to be an emergency measure necessary for the financial needs of the City, and to meet contractual deadlines; wherefore upon adoption by Council, this Ordinance shall be in effect immediately following the signature of the Mayor.

Reynoldsburg
OHIO · 1839

STAFF REPORT
REYNOLDSBURG CITY COUNCIL

DATE: May 11, 2026

RE: An Ordinance to Amend Ordinance No. 65-2025 Providing for Adjustments to the Annual Budget for the City of Reynoldsburg, State of Ohio, for the Fiscal Year Ending December 31, 2026, to Add Debt Service Funding, and Declaring an Emergency

APPROVALS:

Joe Begeny
Shanette Strickland
Chris Shook
Mollie Prasher

EMERGENCY:

single-read emergency

REASON FOR EMERGENCY:

in order to pay current bills for Debt Service

STAFF REPORT:

No funds were allocated in the 2026 Budget for Debt Service payments

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AN ORDINANCE TO AMEND ORDINANCE NO. 65-2026 PROVIDING FOR ADJUSTMENTS TO THE ANNUAL BUDGET FOR THE CITY OF REYNOLDSBURG, STATE OF OHIO, FOR THE FISCAL YEAR ENDING DECEMBER 31, 2026 TO ADD DEBT SERVICE FUNDING, AND DECLARING AN EMERGENCY

WHEREAS, pursuant to the provisions of Section 5.03 (4) of the Charter of the City of Reynoldsburg, Ohio, the City Council adopted the municipal budget for the fiscal year beginning January 1, 2026 with appropriations effective January 1, 2026 and ending December 31, 2026.; and

WHEREAS, the Mayor has submitted a proposed budget with estimates and explanatory data; and

WHEREAS, the Auditor has recommended appropriations to supplement the previously approved budget to include payments for the Debt Service Funds.

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF REYNOLDSBURG, OHIO:

SECTION 1. That the annual budget of the City of Reynoldsburg, as established by Ordinance No. 65-2025, is amended by the Council, as recommended by the Auditor, and is hereby adopted.

SECTION 2. That the following appropriations be made from the unappropriated General Fund (110) to the following funds:

GL#	Title	Amount Due
310.991.5414	General Debt Retirement Fund - G. O. Bond-Principal	$993,538.38
310.991.5424	General Debt Retirement Fund - G. O. Bond-Interest	$1,503,615.00
710.991.5414	Water Fund - G. O. Bond-Principal	$95,000.00
710.991.5424	Water Fund - G. O. Bond- Interest	$253,062.50
720.991.5414	Wastewater/Sewer Fund - G. O. Bond-Principal	$95,000.00
720.991.5424	Wastewater/Sewer Fund - G. O. Bond- Interest	$253,062.50
740.991.5414	Storm Water Drainage Fund - G. O. Bond-Principal	$380,000.00
740.991.5424	Storm Water Drainage Fund - G. O. Bond- Interest	$259,503.50
Total		$3,832,781.88

SECTION 3. That this Ordinance is deemed to be an emergency measure necessary for the financial needs of the City and further to pay the due Debt Service accounts; therefore, upon adoption by Council, this Ordinance shall be in effect immediately following the signature of the Mayor.

Reynoldsburg
OHIO · 1839

STAFF REPORT
REYNOLDSBURG CITY COUNCIL

DATE: May 11, 2026

RE: An Ordinance Consenting to the Annexation of Certain Real Property Located on Taylor Road in Etna Township Consisting of 132.6+/- Acres, Owned by Joseph I Bauman, Trustee of Bauman Family Trust, and Declaring an Emergency

APPROVALS:

Joe Begeny
Chris Shook
Mollie Prasher

EMERGENCY:

REASON FOR EMERGENCY:

STAFF REPORT:

AN ORDINANCE CONSENTING TO THE ANNEXATION OF CERTAIN REAL PROPERTY LOCATED ON TAYLOR ROAD IN ETNA TOWNSHIP CONSISTING OF 132.6+/- ACRES, OWNED BY JOSEPH I BAUMAN, TRUSTEE OF THE BAUMAN FAMILY TRUST, AND DECLARING AN EMERGENCY

WHEREAS, the Joseph i Bauman, Trustee of the Bauman Family Trust (the Property Owner), is the owner of approximately 132.6+/- acres located on Taylor Road, being more fully described in Exhibit A of the Petition for Expedited Type II Annexation (the Annexation Petition) attached hereto and incorporated herein (collectively, the Property); and

WHEREAS, the proposed annexation to the City of Reynoldsburg, as applied for in the annexation petition approved by the Licking County Board of County Commissioners on March 12, 2026, is hereby accepted; and

WHEREAS, the Property is located outside the corporate limits of any municipality, but is adjacent and contiguous to the corporate limits of the City of Reynoldsburg (City); and

WHEREAS, the Property Owner desires to obtain sanitary sewer and water services from the City, and the City desires to provide such services; and

WHEREAS, the Property will automatically be zoned Innovation Zone (I) per Reynoldsburg Zoning Code 1101.19(a); and

WHEREAS, the City desires to annex the Property in order to serve and to assist in the development of the Property for the benefit of its citizens and residents; and

WHEREAS, the City, after due and careful consideration, has concluded that the annexation, zoning, development, and use of the Property as contemplated by the Annexation Petition is consistent with the City's plans and goals for the future development of Reynoldsburg and, accordingly, is in the best interest of the citizens and residents of the City.

NOW, THEREFORE, BE IT ORDAINED by the Council of the City of Reynoldsburg, Licking County, state of Ohio that:

Section 1: The City of Reynoldsburg hereby consents to the proposed annexation, and will make available sanitary and water services upon annexation in accordance with the Reynoldsburg Codified Ordinances and existing administrative regulations.

Section 2: Once the Property is annexed and becomes subject to City of Reynoldsburg zoning ordinances, and if the City of Reynoldsburg zoning ordinances permit uses on the Property that are determined by the City to be clearly incompatible with the uses permitted under current Etna Township zoning regulations applicable to adjacent land remaining within Etna Township, the City of Reynoldsburg will require, in the zoning ordinance permitting the incompatible uses, the owner of the annexed Property to provide a buffer separating the use of the annexed Property and any adjacent land remaining within Etna Township.

Section 3: This Ordinance is declared to be an emergency measure necessary for the immediate preservation of the health and safety of the residents of the City of Reynoldsburg, and further that there is a submission deadline. Therefore, upon adoption by Council this Ordinance shall be in effect immediately upon the signature of the Mayor.

Reynoldsburg
OHIO · 1839

STAFF REPORT
REYNOLDSBURG CITY COUNCIL

DATE: May 11, 2026

RE: An Ordinance Authorizing the Mayor to Enter into a Contract to Purchase a Chevrolet Equinox EV for the Building Department and Appropriating Funds Therefor

APPROVALS:

Joe Begeny
Shanette Strickland
Chris Shook
Mollie Prasher

EMERGENCY:

REASON FOR EMERGENCY:

STAFF REPORT:

AN ORDINANCE AUTHORIZING THE MAYOR TO ENTER INTO A CONTRACT TO PURCHASE A CHEVROLET EQUINOX EV FOR THE BUILDING DEPARTMENT AND APPROPRIATING FUNDS THEREFOR

WHEREAS, the Building Department has determined that the City needs to purchase an additional vehicle; and

WHEREAS, City Council hereby authorizes the Mayor to purchase said vehicles, and further authorizes the Mayor to execute any documentation necessary to effectuate said purchase.

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF REYNOLDSBURG, OHIO:

SECTION 1. That the Mayor be and is hereby authorized to purchase a Chevrolet Equinox EV and execute any documentation necessary to effectuate said purchase.

SECTION 2. That an amount of $36,795.00 shall be appropriated from the unappropriated General Fund (110) and appropriated to the unappropriated account number 110.479.5632 Motor Vehicles.

SECTION 3. That these same funds will be reimbursed as part of the Northeast Ohio Public Energy Council (NOPEC) Aggregation Grant Program and deposited into the General Fund (110).

SECTION 4. That upon adoption by Council, this Ordinance shall be in effect thirty days following the signature of the Mayor.

STAFF REPORT
REYNOLDSBURG CITY COUNCIL

DATE: May 11, 2026

RE: An Ordinance Authorizing the Mayor to Enter into a Contract with EMH&T for Engineering Design Services Related to Various Traffic Signal Studies

APPROVALS:

Joe Begeny
Shanette Strickland
Chris Shook
Mollie Prasher

EMERGENCY:

REASON FOR EMERGENCY:

STAFF REPORT:

AN ORDINANCE AUTHORIZING THE MAYOR TO ENTER INTO A CONTRACT WITH EMH&T FOR ENGINEERING DESIGN SERVICES RELATED TO VARIOUS TRAFFIC SIGNAL STUDIES

WHEREAS, EMH&T will provide engineering design services related to traffic signal studies and design/bidding work for Taylor Road and Slate Ridge Elementary School entrance and Rosehill and Retton Road; and

WHEREAS, the City has identified these areas as high priority given the increased number of motor vehicles utilizing these thoroughfares, as well as pedestrians walking to/from the adjacent/nearby school campuses; and

WHEREAS, the total cost for engineering design services is $140,000.00, which shall be funded through the City's CIP Fund (410).

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF REYNOLDSBURG, OHIO:

SECTION I . That the Mayor is hereby authorize to enter into a contract with EMH&T for engineering design services related to traffic signal studies and design/bidding work at Taylor Road and Slate Ridge Elementary School entrance and Rosehill and Retton Road.

SECTION 2. That an amount of $140,000.00 be appropriated from the unappropriated Capital Improvement Project Fund (410) to project account 410.000.0210.5659 Miscellaneous Infrastructure Taylor Road and Slate Ridge Elementary School entrance and Rosehill and Retton Road Traffic Signal Study and Design.

SECTION 3. Wherefore, upon adoption by Council, this Ordinance shall be in effect thirty days following the signature of the Mayor.

Reynoldsburg
OHIO · 1839

STAFF REPORT
REYNOLDSBURG CITY COUNCIL

DATE: May 11, 2026

RE: An Ordinance Adopting the Tax Budget for the City of Reynoldsburg, Ohio for the Fiscal Year Beginning 2027, and Declaring an Emergency

APPROVALS:

Joe Begeny
Shanette Strickland
Chris Shook
Mollie Prasher

EMERGENCY:

REASON FOR EMERGENCY:

STAFF REPORT:

An Ordinance Adopting the Tax Budget for the City of Reynoldsburg, Ohio for the Fiscal Year Beginning 2027, and Declaring an Emergency

WHEREAS, the tax budget of the City of Reynoldsburg, Ohio for the fiscal year 2027 has been presented to the City Council; and

WHEREAS, said tax budget has been made conveniently available to public inspection for at least ten (10) days by having at least two (2) copies thereof on file with the Clerk of Council; and

WHEREAS, the Council has held a Public Hearing on said tax budget of which public notice was given by publication not less than ten (10) days previous to the date thereof;

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF REYNOLDSBURG, OHIO:

SECTION 1. That the said tax budget of the City of Reynoldsburg, State of Ohio, for the fiscal

year beginning January 1, 2027 and ending December 31, 2027, is hereby adopted and approved, and that taxes are levied upon the real and personal property within the City of Reynoldsburg as returned upon the tax duplicate and should be collected for municipal purposes for the fiscal year 2027 as required by said tax budget.

SECTION 2. That the Clerk be and is hereby authorized and directed to send a certified copy of this Ordinance to the Auditors of Franklin, Licking, and Fairfield Counties of the State of Ohio.

SECTION 3. That this Ordinance is deemed to be an emergency measure necessary for the expedient financial operation of the city and, further, for the reason that the official tax budget of the city must be filed with the County Auditor by July 20, 2026; wherefore, upon adoption by Council, this Ordinance shall be in effect immediately upon signature by the Mayor.

STAFF REPORT
REYNOLDSBURG CITY COUNCIL

DATE: May 11, 2026

RE: An Ordinance to Amend Chapter 949.07 Water Meter and Reading Equipment Service Fees of the Codified Ordinances for the City of Reynoldsburg, Ohio

APPROVALS:

Mollie Prasher

EMERGENCY:

REASON FOR EMERGENCY:

STAFF REPORT:

An Ordinance to Amend Chapter 949.07 Water Meter and Reading Equipment Service Fees of the Codified Ordinances for the City of Reynoldsburg, Ohio

WHEREAS, the cost of water meters, and other related equipment, has increased, causing the need to increase the cost of the City's meter fees; and

WHEREAS, Section 949.07 Water Meter and Reading Equipment Service Fees shall be changed to reflect the new costs and be consistent with current Rules and Regulations.

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF REYNOLDSBURG, OHIO:

SECTION 1. That Chapter 949.07 Water Meter and Reading Equipment Service Fees of the Codified Ordinances for the City of Reynoldsburg be and is hereby amended as follows:

949.07 WATER METER AND READING EQUIPMENT SERVICE FEES.

~~When a~~ A permit is issued for a water service connection, a change in meter size, and/or an upgrade to a service line. All meters up to, and including one and one-half inch, ~~The meter~~ shall be installed by the City ~~on all meters and accessories, up to, and~~

~~including one and one-half inch~~.

Where a meter is two inches or larger, the meter shall be installed by the applicant, under the inspection and approval of the Water Department. Maintenance of such equipment shall be the sole responsibility of the property owner, and shall be repaired or replaced as deemed necessary by the City's Water Department.

The fees on meters and accessories shall be (including 10% cost for inflation):

Meter Size	*Meter Costs	MXU Touchpad		Communication Wire
		Single Port	Dual Port	
5/8 x ½ I-Pearl	$359.62	$162.80	$231.00	$32.18	$36.85
5/8 x ¾ I-Pearl	$324.23				
1" I-Pearl	$407.83				
1.5" OMNI C2	$1,587.03				
2" OMNI C2	$1,870.83				
3" OMNI C2	$2,153.53				
4" OMNI C2	$3,344.83				
6" OMNI C2	$5,775.83				
8" OMNI C2	$10,252.83				
10" OMNI C2	$13,228.33				
1 ½" Cordonel	$2,178.83				
2" Cordonel	$2,448.33				
3" Cordonel	$2,915.83				
4" Cordonal	$4,626.33				

*Initial meter cost/purchase includes all associated equipment (Touchpad, MXU, wiring, etc.).

All meters, larger than ten (10") inches, shall be a special order (subject to pricing at

time of order).

All meters, greater than two (2”) inches, shall be purchased from the City and shall be the responsibility of the property owner to install (licensed contractor with the City).

All water meters shall be maintained by, and remain the property of, the City of Reynoldsburg.

SECTION 2. That existing Section 949.07 Water Meter Service Fee be and is hereby amended.

SECTION 3. That, upon adoption by Council, this Ordinance shall be in effect July 1, 2026 following the signature of the Mayor.

Reynoldsburg
OHIO · 1839

STAFF REPORT
REYNOLDSBURG CITY COUNCIL

DATE: May 11, 2026

RE: An Ordinance Authorizing the Mayor to Purchase Two Ford Mavericks and Related Equipment for the Reynoldsburg Building and Code Enforcement Department and Waive Competitive Bidding

APPROVALS:

Joe Begeny
Shanette Strickland
Chris Shook
Mollie Prasher

EMERGENCY:

REASON FOR EMERGENCY:

STAFF REPORT:

AN ORDINANCE AUTHORIZING THE MAYOR TO PURCHASE TWO FORD MAVERICKS AND RELATED EQUIPMENT FOR THE REYNOLDSBURG BUILDING AND CODE ENFORCEMENT DEPARTMENTS AND WAIVE COMPETITIVE BIDDING

WHEREAS, the City of Reynoldsburg Building and Code Enforcement Departments requests authorization to purchase two (2) Ford Mavericks and related equipment; and

WHEREAS, the total cost of not to exceed $70,000.00 for both vehicles and related equipment and purchased from Liberty Ford under the Ohio Buys State Contract; and

WHEREAS, City Council hereby authorizes the Mayor to purchase said vehicles, and further authorizes the Mayor to execute any documentation necessary to effectuate said purchase.

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF REYNOLDSBURG, OHIO:

SECTION 1. That the Mayor be and is hereby authorized to purchase two (2) Ford Mavericks and related equipment not to exceed $70,000.00.

SECTION 2. That an amount of $70,000.00 shall be appropriated from the unappropriated General Fund (110) and appropriated to the unappropriated Building Department Motor Vehicles Fund account number 110.479.5632.

SECTION 3: That these same funds will be reimbursed as part of the Northeast Ohio Public Energy Council (NOPEC) Aggregation Grant Program and deposited into the General Fund (110).

SECTION 4. That pursuant to Reynoldsburg Codified Ordinance, Section 175.0l(g), the purchase shall be made through Ohio Buys, a government organization with cooperative purchasing contracts for governments and Sole Priority; therefore, waiving competitive bidding by the City.

SECTION 5. That upon adoption by Council, this Ordinance shall be in effect thirty days following the signature of the Mayor.

LIBERTY Ford COMMERCIAL VEHICLE CENTER

LIBERTY FORD INC
5500 WARRENSVILLE CENTER ROAD
MAPLE HEIGHTS, OH 44137
TYLER GRIBBLE 216-438-7410 EXT 2446

GOVERNMENT WORKSHEET

CONTRACT# RSI025486

FORD FIN CODE: **QH976**

MODEL YEAR: **2026**

DESCRIPTION	MSRP
MAVERICK XL FWD	$28,145
121" WHEELBASE	$0
OXFORD WHITE	$0
NAVY PIER- BLACK/SLATE INTERIOR	$0
EQUIPMENT GROUP 101A	$0
XL TRIM	$0
2.5L HYBRID ENGINE	$0
*POWER SPLIT ELECTRIC CVT TRANS	$0
FRONT WHEEL DRIVE	$0

DESCRIPTION	MSRP
LOCKING TAILGATE	$0
FULL SIZE SPARE TIRE	$115
5240# GVWR	$0
FORD FLOOR LINER W/O CARPET MAT	$135
DESTINATION & DELIVERY	$1,845
DELIVERY CHARGE	$75
GOVERNMENT FLEET DISCOUNTS	($500)
LIBERTY FORD DISCOUNT	($1,200)

LIBERTY FORD BID PRICE	**$28,615**

		VIN	STK#
ADDITIONAL OPTIONS AVAILABLE:	PLEASE ✓		PLEASE ✓
POWER HEATED MIRRORS	$795		$0
ADD SPRAY IN BEDLINER	$525		$0
ADD TRAILER HITCH	$150		$0
BACK UP ALARM	$275		$0
	$0		$0

****QUOTE WILL REVISED AND RESENT WITH ANY ADDITIONAL OPTIONS SELECTED****

QUOTE MADE FOR:
CITY OF REYNOLDSBURG
7232 EAST MAIN STREET
REYNOLDSBURG, OH 43068
ATTN WILLIAM DORMAN
WDORMAN@REYNOLDSBURG.GOV
(614) 322-6800

X

PLEASE SIGN AND RETURN IF APPROVED

2026 Maverick FWD SuperCrew 4.5' box 121.1" WB XL (W8A)

Price Level: 630

Warranty

Standard Warranty

Basic Warranty

Basic warranty ..... 36 months/36,000 miles

Powertrain Warranty

Powertrain warranty ..... 60 months/60,000 miles

Corrosion Perforation

Corrosion perforation warranty ..... 60 months/unlimited

Roadside Assistance Warranty

Roadside warranty ..... 60 months/60,000 miles

Hybrid/Electric Components Warranty

Hybrid/electric components warranty ..... 96 months/100,000 miles

Prices and content availability as shown are subject to change and should be treated as estimates only. Actual base vehicle, package and option pricing may vary from this estimate because of special local pricing, availability or pricing adjustments not reflected in the dealer's computer system. See salesperson for the most current information.

2026 Maverick FWD SuperCrew 4.5' box 121.1" WB XL (W8A)

Price Level: 630

As Configured Vehicle

Description

Base Vehicle

Base Vehicle Price (W8A)

Packages

Equipment Group 100A

Includes:
- Engine: 2.5L Hybrid
- Transmission: Power-Split Electric CVT
- 2.91 Axle Ratio
- GVWR: 5,230 lbs
- Tires: P225/65R17 A/S BSW
- Wheels: 17" Steel w/Sparkle Silver Painted Cover
- Front Cloth Bucket Seats
Includes 6-way manual adjustable driver and 4-way manual adjustable passenger, front floor console with eShifter, armrest and storage bin.
- Radio: AM/FM Stereo w/6 Speakers
Includes 2 front USB ports and 1 rear USB port.
- Ford Connectivity Package (1-Year Included)
Features may vary by make and model. Includes unlimited Wi-Fi hotspot, audio and video streaming, voice assistant and entertainment. Included for one-year from warranty start date. Requires activation via Ford app with credit card authorization; customer may cancel at any time. Evolving technology/cellular networks/vehicle capability may limit functionality and prevent operation of connected features. Ford may temporarily slow data speeds if such data usage reaches or exceeds 50G within a billing cycle or due to network limitations. If a customer uses more than 50% of their data usage in a roaming country during a 60-day period, Ford may remove or limit the customer's data plan.
- SYNC 4 w/Enhanced Voice Recognition
Includes 13.2" center display, wireless phone connection, cloud connected, AppLink with App catalog, 911 Assist, Apple CarPlay and Android Auto compatibility, digital owner's manual and conversational voice command recognition.
- SiriusXM w/360L
A 3-month trial subscription is included for all new SiriusXM-equipped Ford vehicles. Service will automatically stop at the end of your trial subscription period unless you decide to continue service. Trial is non-transferrable. If you do not wish to enjoy your trial, you can cancel by calling the number below. All SiriusXM services require a subscription, each sold separately by SiriusXM after the trial period. Service subject to the SiriusXM customer agreement and privacy policy, visit siriusxm.com for complete terms and how to cancel which includes online methods or calling 1-866-635-2349. Some services and features are subject to device capabilities and location availability. Satellite service not available in Alaska and Hawaii. Certain features and/or content may not be available in vehicles with SiriusXM with 360L unless an active data connection is enabled in the vehicle. Content varies by SiriusXM subscription plan. All fees, content and features are subject to change. SiriusXM and related logos are trademarks of Sirius XM Radio Inc. and its respective subsidiaries.

Powertrain

Engine: 2.5L Hybrid

Transmission: Power-Split Electric CVT

2.91 Axle Ratio

GVWR: 5,230 lbs

Wheels & Tires

Tires: P225/65R17 A/S BSW

Wheels: 17" Steel w/Sparkle Silver Painted Cover

Conventional 17" Spare Tire (215/70R17)

Prices and content availability as shown are subject to change and should be treated as estimates only. Actual base vehicle, package and option pricing may vary from this estimate because of special local pricing, availability or pricing adjustments not reflected in the dealer's computer system. See salesperson for the most current information.

2026 Maverick FWD SuperCrew 4.5' box 121.1" WB XL (W8A)

Price Level: 630

As Configured Vehicle (cont'd)

Description

Removes tire inflator and sealant kit when ordered.

Seats & Seat Trim

Front Cloth Bucket Seats

Includes 6-way manual adjustable driver and 4-way manual adjustable passenger, front floor console with eShifter, armrest and storage bin.

Other Options

121.1" Wheelbase

Monotone Paint Application

Radio: AM/FM Stereo w/6 Speakers

Includes 2 front USB ports and 1 rear USB port.

Includes:
- Ford Connectivity Package (1-Year Included)
Features may vary by make and model. Includes unlimited Wi-Fi hotspot, audio and video streaming, voice assistant and entertainment. Included for one-year from warranty start date. Requires activation via Ford app with credit card authorization; customer may cancel at any time. Evolving technology/cellular networks/vehicle capability may limit functionality and prevent operation of connected features. Ford may temporarily slow data speeds if such data usage reaches or exceeds 50G within a billing cycle or due to network limitations. If a customer uses more than 50% of their data usage in a roaming country during a 60-day period, Ford may remove or limit the customer's data plan.
- SYNC 4 w/Enhanced Voice Recognition
Includes 13.2" center display, wireless phone connection, cloud connected, AppLink with App catalog, 911 Assist, Apple CarPlay and Android Auto compatibility, digital owner's manual and conversational voice command recognition.
- SiriusXM w/360L
A 3-month trial subscription is included for all new SiriusXM-equipped Ford vehicles. Service will automatically stop at the end of your trial subscription period unless you decide to continue service. Trial is non-transferrable. If you do not wish to enjoy your trial, you can cancel by calling the number below. All SiriusXM services require a subscription, each sold separately by SiriusXM after the trial period. Service subject to the SiriusXM customer agreement and privacy policy, visit siriusxm.com for complete terms and how to cancel which includes online methods or calling 1-866-635-2349. Some services and features are subject to device capabilities and location availability. Satellite service not available in Alaska and Hawaii. Certain features and/or content may not be available in vehicles with SiriusXM with 360L unless an active data connection is enabled in the vehicle. Content varies by SiriusXM subscription plan. All fees, content and features are subject to change. SiriusXM and related logos are trademarks of Sirius XM Radio Inc. and its respective subsidiaries.

Front & Rear Floor Liners w/o Carpet Mats

Deletes standard carpeted front floor mats.

Exterior Color

Oxford White

Interior Color

Black Onyx/Dark Slate w/Front Cloth Bucket Seats

Prices and content availability as shown are subject to change and should be treated as estimates only. Actual base vehicle, package and option pricing may vary from this estimate because of special local pricing, availability or pricing adjustments not reflected in the dealer's computer system. See salesperson for the most current information.

2026 Maverick FWD SuperCrew 4.5' box 121.1" WB XL (W8A)

Price Level: 630

Selected Equip & Specs

Dimensions

- Conventional Capacity: 2,000 lbs.
- Cargo box length: 54.4"
- Cargo box volume: 33.3 cu.ft.
- Cargo box max width: 53.3"
- Cargo box tailgate width: 49.8"
- Vehicle body length: 199.7"
- Vehicle body height: 68.7"
- Vehicle turning radius: 20.0'
- Rear track: 62.8"
- Total passenger volume: 100.3 cu.ft.
- Headroom second-row: 39.6"
- Leg room second-row: 35.9"
- Shoulder room second-row: 55.6"
- Hip room second-row: 54.1"
- GCWR: 6,010 lbs.
- Cargo box min width: 42.6"
- Pickup box depth: 20.3"
- Cargo box max length: 72.0"
- Cargo box length feet: 4.5
- Vehicle body width: 72.6"
- Wheelbase: 121.1"
- Front track: 63.4"
- Front bumper to back of cab: 137.6"
- Headroom first-row: 40.3"
- Leg room first-row: 42.8"
- Shoulder room first-row: 57.3"
- Hip room first-row: 55.4"

Powertrain

- Spark ignition system
- 2.5L I-4 DOHC, Ti-VCT variable valve control, engine with 162HP
- Engine cylinders: I-4
- Injection Type: sequential MPI
- Horsepower: 162 HP@5600 RPM
- Torque: 155 lb.-ft.@4000 RPM
- Radiator
- Hybrid electric motor starter
- Auto stop-start engine
- Driver selectable drivetrain mode
- CVT
- Front-wheel drive
- Recommended fuel: regular unleaded
- Easy Fuel capless fuel filler
- All-speed ABS and driveline traction control
- 191.0 hybrid net horsepower
- Hybrid horsepower 5600 RPM
- Hybrid torque 155.0 lbs.-ft.
- Hybrid torque 4000 RPM

Fuel Economy and Emissions

- Fuel economy (city/highway/combined): 42 mpg/35 mpg/38 mpg
- Fuel economy city: 42 mpg
- Fuel economy combined: 38 mpg
- Fuel economy highway: 35 mpg
- Gasoline secondary fuel type
- LEV3-SULEV30 emissions
- Electric additional fuel types

Suspension and Handling

- Standard ride suspension
- Gas-pressurized front shock absorbers
- Gas-pressurized rear shock absorbers

Driveability

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2026 Maverick FWD SuperCrew 4.5' box 121.1" WB XL (W8A)

Price Level: 630

Selected Equip & Specs (cont'd)

- 4-wheel disc brakes
- 4-wheel antilock (ABS) brakes
- Electronic parking brake
- Post Collision Braking automatic post-collision braking system
- Brake assist system
- Independent front suspension
- Front anti-roll bar
- Semi-independent rear suspension
- Torsion beam rear suspension
- Electric power-assist steering system
- Driver selectable steering effort
- Front and rear ventilated disc brakes
- Four channel ABS brakes
- Regenerative brakes
- Automatic brake hold
- Hill Start Assist
- Strut front suspension
- Front coil springs
- Rear anti-roll bar
- Speed sensitive power steering
- Rack-pinion steering
- 2-wheel steering system

Body Exterior

- 4 doors
- Pickup bed-rail protectors
- Black side window trim
- Black rear window trim
- Black rear bumper
- Black front bumper rub strip
- Standard style side mirrors
- Conventional left rear passenger door
- Tailgate
- 17 x 7-inch front and rear silver steel wheels
- Standard style pickup box
- Monotone paint
- Black door handles
- Body-coloured front bumper
- Rear bumper step
- Black grille
- Black door mirrors
- Conventional right rear passenger door
- P225/65RH17 AS BSW front and rear tires

Convenience

- Built-in virtual assistant
- Keyfob activated door locks
- Auto-locking doors
- Cruise control with steering wheel mounted controls
- Power first-row windows
- Driver foot rest
- Fixed rear windshield
- Standard glove box
- 1 seatback storage pocket
- Rear door bins
- Rear beverage holders
- Retained accessory power
- PRND in IP
- Power door locks with 2 stage unlocking
- All-in-one remote fob and ignition key
- Manual tailgate/rear door lock
- Day/Night rearview mirror
- Full floor console
- Power fuel door release
- Front beverage holders
- 12 beverage holders
- Driver and passenger door bins
- Rear under seat tray
- Dashboard storage
- Trip computer

Comfort

Prices and content availability as shown are subject to change and should be treated as estimates only. Actual base vehicle, package and option pricing may vary from this estimate because of special local pricing, availability or pricing adjustments not reflected in the dealer's computer system. See salesperson for the most current information.

2026 Maverick FWD SuperCrew 4.5' box 121.1" WB XL (W8A)

Price Level: 630

Selected Equip & Specs (cont'd)

- Automatic climate control
- Rear under seat climate control ducts
- Cloth headliner material
- Full carpet floor covering
- Full floor coverage
- Carpet rear seatback upholstery
- Manual tilting steering wheel
- Cabin air filter
- Voice-activated climate control
- Full headliner coverage
- * **Rubber front and rear floor mats**
- Cloth rear seat upholstery
- Urethane steering wheel
- Manual telescopic steering wheel

Seats and Trim

- Seating capacity: 5
- Driver seat with 6-way directional controls
- Height adjustable front seat head restraints
- Front seat center armrest
- Manual height adjustable driver seat
- Manual reclining passenger seat
- Fixed rear seats
- Rear bench seat
- Bucket front seats
- Front passenger seat with 4-way directional controls
- Manual front seat head restraint control
- Manual reclining driver seat
- Manual driver seat fore/aft control
- Manual passenger seat fore/aft control
- Fixed rear head restraints
- Cloth front seat upholstery

Entertainment Features

- 2 total number of 1st row displays
- Primary touchscreen display
- AM/FM/satellite
- AM radio
- SiriusXM with 360L satellite radio
- Radio data system (RDS)
- Ford Connectivity Package (1-year included) internet radio capability
- Standard grade speakers
- Steering wheel mounted audio controls
- Speed sensitive volume
- Integrated roof audio antenna
- 13.2 inch primary display
- SiriusXM with 360L AM/FM/Satellite radio
- In-vehicle audio
- FM radio
- Seek scan
- External memory control
- 3 month satellite trial subscription
- Speakers number: 6
- SYNC 4 with Enhanced Voice Recognition voice activated audio controls
- Wireless audio streaming

Lighting, Visibility and Instrumentation

- Coloured instrument panel insert
- Configurable instrumentation gauges
- Digital clock
- Exterior temperature display
- SmartGauge with EcoGuide ECO feedback display gauge
- Engine/electric motor temperature gauge
- Digital/analog instrumentation display
- Trip odometer
- Compass
- Redundant digital speedometer
- Driver information center
- Electric power/regeneration gauge

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2026 Maverick FWD SuperCrew 4.5' box 121.1" WB XL (W8A)

Price Level: 630

Selected Equip & Specs (cont'd)

- Gauge cluster display size (inches): 8.00
- Reflector headlights
- Autolamp auto on/off headlight control
- Delay-off headlights
- DRL preference setting
- Illuminated entry
- Variable instrument panel light
- High mounted center stop light
- Pickup box cargo light
- Deep tinted windows
- LED low and high beam headlights
- Multiple enclosed headlights
- Auto High Beam auto high-beam headlights
- Fixed interval front windshield wipers
- Front reading lights
- LED daytime running lights
- Fade interior courtesy lights

Technology and Telematics

- SYNC 4 911 Assist emergency SOS system via mobile device
- Apple CarPlay/Android Auto smart device mirroring
- 5G Modem - Ford Connectivity Package mobile hotspot internet access
- Bluetooth handsfree wireless device connectivity
- FordPass App mobile app access
- 3 USB ports

Safety and Security

- Driver front impact airbag
- Safety Canopy System curtain first and second-row overhead airbags
- Seat mounted side impact front passenger airbag
- Driver side knee airbag
- Rear seat center 3-point seatbelt
- Front and rear seatbelt pretensioners
- SecuriLock immobilizer
- Lane-Keeping System
- Pre-Collision Assist with Pedestrian Detection
- External acoustic pedestrian alert
- Rear mounted camera
- Manual rear child safety door locks
- Seat mounted side impact driver airbag
- Passenger front impact airbag
- Airbag occupancy sensor
- 7 airbags
- Front height adjustable seatbelts
- 4 seatbelt pre-tensioners
- Remote panic alarm
- PCA with AEB and Intersection Assist forward collision mitigation with left turn assist
- Driver Alert
- Front cross traffic mitigation
- AdvanceTrac w/Roll Stability Control electronic stability control system with anti-rollover

Dimensions

General Weights

Curb weight	3,685 lbs.	GVWR	5,230 lbs.
Payload	1,500 lbs.		

Trailering Weights

Conventional capacity	2,000 lbs.	GCWR	6,010 lbs.

Off Road

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2026 Maverick FWD SuperCrew 4.5' box 121.1" WB XL (W8A)

Price Level: 630

Selected Equip & Specs (cont'd)

Min ground clearance	8.3"	Loading floor height	30.1 "
Approach angle	20.6	Departure angle	21.9

Exterior Measurements

Vehicle body length	199.7"	Vehicle body width	72.6"
Vehicle body height	68.7"	Wheelbase	121.1"
Cargo box length	54.4"	Cargo box min width	42.6"
Cargo box volume	33.3 cu.ft.	Pickup box depth	20.3"
Cargo box max width	53.3"	Cargo box max length	72.0"
Cargo box tailgate width	49.8"	Cargo box length feet	4.5
Front track	63.4"	Rear track	62.8"
Vehicle turning radius	20.0'	Front bumper to back of cab	137.6"

Interior Volume

Total passenger volume	100.3 cu.ft.

Headroom

Headroom first-row	40.3"	Headroom second-row	39.6"

Legroom

Leg room first-row	42.8"	Leg room second-row	35.9"

Shoulder Room

Shoulder room first-row	57.3"	Shoulder room second-row	55.6"

Hip Room

Hip room first-row	55.4"	Hip room second-row	54.1"

Powertrain

Engine

Engine	2.5L I-4 DOHC, Ti-VCT variable valve control, engine with 162HP	Valves per cylinder	4
Engine cylinders	I-4	Injection type	sequential MPI
Engine location	Front mounted engine	Ignition	Spark ignition system
Engine mounting direction	Transverse mounted engine	Engine block material	Aluminum engine block
Cylinder head material	Aluminum cylinder head		

Engine Specs

Displacement	2.5L	cc	151.8 cu.in.
Bore	3.5"	Stroke	3.94"
Compression ratio	13.0	SAEJ1349	AUG2004 compliant

Engine Power

Horsepower	162 HP@5600 RPM	Torque	155 lb.-ft.@4000 RPM

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2026 Maverick FWD SuperCrew 4.5' box 121.1" WB XL (W8A)

Price Level: 630

Selected Equip & Specs (cont'd)

Alternator

- Alternator amps: 150A
- Alternator type: Regenerative alternator

Battery

- Battery amps: 45Ah
- Battery type: Lead acid battery
- Battery rating: 390CCA
- Battery run down protection: Battery run down protection

Engine Extras

- Radiator: Radiator
- Starter: Hybrid electric motor starter
- Start-stop engine: Auto stop-start engine
- Drivetrain selectable: Driver selectable drivetrain mode

Transmission

- Transmission: CVT
- Transmission electronic control: Transmission electronic control
- Overdrive transmission: Overdrive transmission
- Lock-up transmission: Lock-up transmission
- Selectable mode transmission: Selectable mode transmission

Drive Type

- Drive type: Front-wheel drive

Drivetrain

- Axle ratio: 2.91

Exhaust

- Tailpipe: Stainless steel single exhaust

Fuel

- Fuel type: regular unleaded

Fuel Tank

- Capless fuel filler: Easy Fuel capless fuel filler
- Fuel tank capacity: 13.79 gal.

Drive Feature

- Traction control: All-speed ABS and driveline traction control

Electric Powertrain

- Hybrid torque: Hybrid torque 155.0 lbs.-ft.
- Hybrid net horsepower: 191.0 hybrid net horsepower
- Hybrid horsepower RPM: Hybrid horsepower 5600 RPM
- Hybrid torque RPM: Hybrid torque 4000 RPM
- Electric motor output: 126 HP electric motor output
- Electric motor output: 173 ft.-lbs electric motor output
- Number of electric motors: 1
- Electric powertrain: HEV (hybrid electric vehicle)
- Electric motor 1 location: Front electric motor location

Electric Vehicle Battery Pack

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2026 Maverick FWD SuperCrew 4.5' box 121.1" WB XL (W8A)

Price Level: 630

Selected Equip & Specs (cont'd)

Traction battery type ..... lithium ion (Li-ion)
Gross traction battery capacity ..... 1.1 kWh gross traction battery capacity

Fuel Economy and Emissions

Fuel Economy

Secondary fuel type ..... Gasoline secondary fuel type
Fuel economy combined ..... 38 mpg
Fuel economy city ..... 42 mpg
Fuel economy highway ..... 35 mpg
Fuel economy (city/highway/combined) ..... 42 mpg/35 mpg/38 mpg
Fuel economy status ..... Previous year fuel economy status

Emissions

Emissions ..... LEV3-SULEV30 emissions
Emissions tiers ..... Tier 3 Bin 30 emissions

Fuel Economy (Alternate 1)

Additional fuel types ..... Electric additional fuel types

Green Values

Greenhouse gas score ..... 7.00 GG
Energy Impact Score (Barrels per year) 7.8
Carbon FP / Tailpipe and upstream total GHG (CO2, tons per year) 4.7

Suspension and Handling

Suspension

Suspension ..... Standard ride suspension
Front shock absorbers ..... Gas-pressurized front shock absorbers
Rear shock absorbers ..... Gas-pressurized rear shock absorbers

Driveability

Brakes

Brake type ..... 4-wheel disc brakes
Ventilated brakes ..... Front and rear ventilated disc brakes
ABS brakes ..... Four channel ABS brakes
Electronic parking brake ..... Electronic parking brake
ABS brakes ..... 4-wheel antilock (ABS) brakes
Post collision braking system ..... Post Collision Braking automatic post-collision braking system

Brake Assistance

Hill start assist ..... Hill Start Assist
Brake assist system ..... Brake assist system

Front Suspension

Front anti-roll ..... Front anti-roll bar
Suspension ride type front ..... Independent front suspension
Suspension type front ..... Strut front suspension

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2026 Maverick FWD SuperCrew 4.5' box 121.1" WB XL (W8A)

Price Level: 630

Selected Equip & Specs (cont'd)

Front Spring

Regular front springs	Regular front springs
Springs front	Front coil springs

Rear Spring

Springs rear	Rear coil springs
Rear springs	Regular grade rear springs

Rear Suspension

Rear anti-roll	Rear anti-roll bar
Suspension type rear	Torsion beam rear suspension
Suspension ride type rear	Semi-independent rear suspension

Steering

Steering	Electric power-assist steering system
Steering type	Rack-pinion steering
Speed sensitive steering	Speed sensitive power steering
Driver selectable steering effort	Driver selectable steering effort
Steering type number of wheels	2-wheel steering system

Exterior

Front Wheels

Front wheels diameter	17"
Front wheels width	7"

Rear Wheels

Rear wheels diameter	17"
Rear wheels width	7"

Front And Rear Wheels

Appearance	silver
Material	steel

Front Tires

Aspect	65
Diameter	17"
Sidewalls	BSW
Speed	H
Tread	AS
Type	P
Width	225mm

Rear Tires

Aspect	65
Diameter	17"
Sidewalls	BSW
Speed	H
Tread	AS
Type	P
Width	225mm

Body Exterior

Trailering

Towing trailer sway	Trailer sway control

Exterior Features

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2026 Maverick FWD SuperCrew 4.5' box 121.1" WB XL (W8A)

Price Level: 630

Selected Equip & Specs (cont'd)

Box style ..... Standard style pickup box
Number of doors ..... 4 doors

Body

Body panels .... Galvanized steel and aluminum body panels with side impact beams

Spare Tire

* **Spare tire** ..... **Full-size spare tire with steel wheel**
Spare tire location ..... Crank-down spare tire

Wheels

Wheel covers ..... Wheel hub covers

Convenience

Technology

Built-in virtual assistant ..... Built-in virtual assistant

Door Locks

Door locks ... Power door locks with 2 stage unlocking
Keyfob door locks ..... Keyfob activated door locks
All-in-one key ... All-in-one remote fob and ignition key
Auto door locks ..... Auto-locking doors
Tailgate control ..... Manual tailgate/rear door lock

Cruise Control

Cruise control ..... Cruise control with steering wheel mounted controls

Rear View Mirror

Day/Night rearview mirror ... Day/Night rearview mirror

Exterior Mirrors

Folding door mirrors ..... Manual folding door mirrors

Front Side Windows

First-row windows ..... Power first-row windows

Floor Console

Floor console ..... Full floor console
Floor console storage .. Covered floor console storage

Overhead Console

Overhead console ..... Mini overhead console
Overhead console storage Overhead console storage

Driver Visor

Visor driver mirror ..... Driver visor mirror
Visor driver expandable coverage .... Driver visor with expandable coverage

Passenger Visor

Visor passenger mirror ..... Passenger visor mirror
Visor passenger expandable coverage .... Passenger visor with expandable coverage

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2026 Maverick FWD SuperCrew 4.5' box 121.1" WB XL (W8A)

Price Level: 630

Selected Equip & Specs (cont'd)

Power Outlets

12V power outlets ..... 1 12V power outlet

Pedals

Driver foot rest ..... Driver foot rest

Remote Releases

Fuel door ..... Power fuel door release

Rear Windshield

Rear windshield ..... Fixed rear windshield

Storage

Door bins front ..... Driver and passenger door bins
Door bins rear ..... Rear door bins
Number of beverage holders ..... 12 beverage holders
Beverage holders ..... Front beverage holders
Beverage holders rear ..... Rear beverage holders
Glove box ..... Standard glove box
Dashboard storage ..... Dashboard storage
Seatback storage pockets ..... 1 seatback storage pocket
Under seat tray rear ..... Rear under seat tray

Windows Feature

One-touch down window ..... Driver one-touch down window

Windows Rear Side

Second-row windows ..... Power second-row windows

Miscellaneous

Trip computer ..... Trip computer
PRND in IP ..... PRND in IP
Accessory power ..... Retained accessory power

Comfort

Climate Control

Climate control ..... Automatic climate control
Cabin air filter ..... Cabin air filter
Voice activated climate control ..... Voice-activated climate control
Rear under seat ducts ..... Rear under seat climate control ducts

Headliner

Headliner material ..... Cloth headliner material
Headliner coverage ..... Full headliner coverage

Door Trim

Door panel insert ..... Coloured door panel insert

Floor Trim

Floor covering ..... Full carpet floor covering
Floor coverage ..... Full floor coverage
* **Floor mats ..... Rubber front and rear floor mats**

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2026 Maverick FWD SuperCrew 4.5' box 121.1" WB XL (W8A)

Price Level: 630

Selected Equip & Specs (cont'd)

Second-Row Seat Trim

- Rear seat upholstery: Cloth rear seat upholstery
- Rear seatback upholstery: Carpet rear seatback upholstery

Steering Wheel

- Steering wheel material: Urethane steering wheel
- Steering wheel telescopic: Manual telescopic steering wheel
- Steering wheel tilt: Manual tilting steering wheel

Seats and Trim

Seat Capacity

- Seating capacity: 5

Front Seats

- Driver seat direction: Driver seat with 6-way directional controls
- Height adjustable driver seat: Manual height adjustable driver seat
- Driver seat fore/aft control: Manual driver seat fore/aft control
- Passenger seat direction: Front passenger seat with 4-way directional controls
- Split front seats: Bucket front seats
- Reclining passenger seat: Manual reclining passenger seat
- Passenger seat fore/aft control: Manual passenger seat fore/aft control
- Front head restraints: Height adjustable front seat head restraints
- Front head restraint control: Manual front seat head restraint control
- Armrests front center: Front seat center armrest
- Reclining driver seat: Manual reclining driver seat

Rear Seats

- Bench seats: Rear bench seat
- Rear seats fixed or removable: Fixed rear seats
- Folding second-row seats: Full folding rear seats
- Rear seat direction: Front facing rear seat
- Rear seat folding position: Fold forward rear seatback
- Rear head restraints: Fixed rear head restraints
- Number of rear head restraints: 3 rear seat head restraints

Front Seat Trim

- Front seat upholstery: Cloth front seat upholstery
- Front seatback upholstery: Cloth front seatback upholstery

Interior Accents

- Interior accents: Other interior accents

Entertainment Features

Displays

- Primary touchscreen display: Primary touchscreen display
- Number of first-row displays: 2 total number of 1st row displays

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2026 Maverick FWD SuperCrew 4.5' box 121.1" WB XL (W8A)

Price Level: 630

Selected Equip & Specs (cont'd)

Primary display size ..... 13.2 inch primary display

Radio Features

External memory ..... External memory control
RDS ..... Radio data system (RDS)
Seek scan ..... Seek scan
Internet radio capability ... Ford Connectivity Package (1-year included) internet radio capability

Speakers

Speakers ..... Standard grade speakers
Speakers number 6

Audio Features

Steering mounted audio control ..... Steering wheel mounted audio controls
Speed sensitive volume ..... Speed sensitive volume
Voice activated audio .. SYNC 4 with Enhanced Voice Recognition voice activated audio controls
Wireless streaming ..... Wireless audio streaming

Lighting, Visibility and Instrumentation

Instrument Panel Trim

Panel insert ..... Coloured instrument panel insert

Instrumentation

Trip odometer ..... Trip odometer
Instrumentation display Digital/analog instrumentation display
Configurable instrumentation gauges .... Configurable instrumentation gauges

Instrumentation Displays

Speedometer ..... Redundant digital speedometer
Driver information center .... Driver information center
Compass ..... Compass
Temperature display ..... Exterior temperature display
Clock ..... Digital clock
Eco feedback ..... SmartGauge with EcoGuide ECO feedback display gauge

Instrumentation Gauges

Electric power regeneration gauge ..... Electric power/regeneration gauge
Gauge cluster display size (inches) 8.00
Engine/electric motor temperature gauge ..... Engine/electric motor temperature gauge

Instrumentation Warnings

Engine temperature warning ..... Engine temperature warning
Low fuel warning ..... Low fuel warning
Low brake fluid warning ..... Low brake fluid warning
Headlights on reminder ..... Headlights on reminder
Bulb warning ..... Bulb failure warning
Trunk warning ..... Rear cargo ajar warning
Oil pressure warning ..... Oil pressure warning
Low washer fluid warning ... Low washer fluid warning
Battery charge warning ..... Battery charge warning
Key in vehicle warning ..... Key in vehicle warning
Door ajar warning ..... Door ajar warning
Service interval warning .... Intelligent Oil-Life Monitor service interval indicator

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2026 Maverick FWD SuperCrew 4.5' box 121.1" WB XL (W8A)

Price Level: 630

Selected Equip & Specs (cont'd)

Low tire pressure warning ..... Tire specific low air pressure warning

Glass

Tinted windows ..... Deep tinted windows

Headlights

Headlights ..... LED low and high beam headlights
Auto headlights ..... Autolamp auto on/off headlight control
Delay off headlights ..... Delay-off headlights
DRL preference setting ..... DRL preference setting
Headlight type ..... Reflector headlights
Multiple headlights ..... Multiple enclosed headlights
Auto high-beam headlights ..... Auto High Beam auto high-beam headlights

Front Windshield

Wipers ..... Fixed interval front windshield wipers

Interior Lighting

Illuminated entry ..... Illuminated entry
Front reading lights ..... Front reading lights
Variable panel light ..... Variable instrument panel light

Lights

Running lights ..... LED daytime running lights
High mount stop light ..... High mounted center stop light
Interior courtesy lights ..... Fade interior courtesy lights
Pickup box cargo light ..... Pickup box cargo light

Technology and Telematics

Connectivity

Handsfree ..... Bluetooth handsfree wireless device connectivity
Emergency SOS ..... SYNC 4 911 Assist emergency SOS system via mobile device
Smart device integration ..... Apple CarPlay/Android Auto smart device mirroring

Internet Access

Internet access ..... 5G Modem - Ford Connectivity Package mobile hotspot internet access

USB Ports

USB ports ..... 3 USB ports

Safety and Security

Airbags

Front impact airbag driver ..... Driver front impact airbag
Front impact airbag passenger ..... Passenger front impact airbag
Front side impact airbag driver ..... Seat mounted side impact driver airbag
Number of airbags ..... 7 airbags
Knee airbag ..... Driver side knee airbag
Front side impact airbag passenger ..... Seat mounted side impact front passenger airbag

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2026 Maverick FWD SuperCrew 4.5' box 121.1" WB XL (W8A)

Price Level: 630

Selected Equip & Specs (cont'd)

Occupancy sensor ..... Airbag occupancy sensor

Overhead airbags . Safety Canopy System curtain first and second-row overhead airbags

Seatbelts

3-point seatbelt ..... Rear seat center 3-point seatbelt

Height adjustable seatbelts ... Front height adjustable seatbelts

Seatbelt pretensioners ..... Front and rear seatbelt pretensioners

Seatbelt pretensioners number ..... 4 seatbelt pre-tensioners

Security System

Immobilizer ..... SecuriLock immobilizer

Remote panic alarm ..... Remote panic alarm

Active Driving Assistance

Lane departure ..... Lane-Keeping System

Forward collision warning ..... PCA with AEB and Intersection Assist forward collision mitigation with left turn assist

Pedestrian detection ..... Pre-Collision Assist with Pedestrian Detection

External acoustic pedestrian alert ... External acoustic pedestrian alert

Driver attention monitor ..... Driver Alert

Front cross traffic warning ..... Front cross traffic mitigation

Cameras

Rear camera ..... Rear mounted camera

Traction Control

Electronic stability control ..... AdvanceTrac w/Roll Stability Control electronic stability control system with anti-rollover

Occupant Safety

Child door locks ... Manual rear child safety door locks

Prices and content availability as shown are subject to change and should be treated as estimates only. Actual base vehicle, package and option pricing may vary from this estimate because of special local pricing, availability or pricing adjustments not reflected in the dealer's computer system. See salesperson for the most current information.

Reynoldsburg
OHIO · 1839

STAFF REPORT
REYNOLDSBURG CITY COUNCIL

DATE: May 11, 2026

RE: An Ordinance Authorizing the Mayor to Enter into a Contract with EMH&T for Professional Engineering Services Pertaining to the Evaluation of the City's Water Distribution System

APPROVALS:

Joe Begeny
Shanette Strickland
Chris Shook
Mollie Prasher

EMERGENCY:

REASON FOR EMERGENCY:

STAFF REPORT:

AN ORDINANCE AUTHORIZING THE MAYOR TO ENTER INTO A CONTRACT WITH EMH&T FOR PROFESSIONAL ENGINEERING SERVICES PERTAINING TO THE EVALUATION OF THE CITY'S WATER DISTRIBUTION SYSTEM

WHEREAS, the Public Service Department intends to ensure that the City's water distribution system is functioning at an optimal level; and

WHEREAS, the Public Service Department maintains this system to ensure that adequate pressure and the overall quality of water consumers receive meets or exceeds all current regulations/guidelines; and

WHEREAS, to help ensure this process, the City intends to enter into a contract with EMH&T to conduct a Water Modeling Study at a total cost of $57,000.00.

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF REYNOLDSBURG, OHIO:

SECTION 1. That the Mayor be and is hereby authorized to enter into a contract with EMH&T to conduct a Water Modeling Study at a total cost of $57,000.00.

SECTION 2. That an amount of $57,000.00 from the unappropriated account number 710.735.5399 Water Fund Miscellaneous Services for such contract expenses.

SECTION 3. That these funds were included in the 2026 Budget.

SECTION 4. Upon adoption by Council, this Ordinance shall be in effect thirty days following the signature of the Mayor.

Engineers, Surveyors, Planners, Scientists

December 22, 2025

Mr. William Dorman
Director of Public Service
City of Reynoldsburg
7232 East Main Street
Reynoldsburg, OH 43068

Subject: Water System Model Update

Dear Mr. William Dorman,

EMH&T is pleased to submit this proposal for professional engineering services for the City's **Water System Model Update**. Our services encompass all work associated with updating the existing static water model, on-site testing and monitoring of water systems, and memo style report documentation.

The scope of work identified in this document is based on EMH&T's knowledge of the project requirements at the time this proposal was prepared and served as the basis for the price proposal and agreed upon fee; however, changes in work and related fee adjustments may be required as the project develops and more complete information becomes available.

Scope of Services
The Scope of Services for this improvement is outlined below:

Task 1 - Project Management

Kickoff Meeting

a. EMH&T will hold a kick-off meeting in person in the City's office for the purpose of discussing and confirming the overall project scope, schedule, deliverables, milestones, and the City's expectations.

2. Progress Meetings

a. EMH&T assumes a total of two project meetings are appropriate for a project of this nature. These meetings are intended to discuss in detail the progression of the study and efforts, and any additional information, assumptions, or verify City priorities as the mapping and modeling efforts are progressing and finalized.

3. City of Columbus Coordination

a. It is assumed that coordination with the City of Columbus will be required with this effort. This coordination will include requesting meter reading data, function and specifications of meters in place and general discussions regarding operation of the Columbus Distribution System that supplies Reynoldsburg water

Task 2 – Static Model Update

1. Obtain and Review GIS Information

a. EMH&T will coordinate with the City for a comprehensive export of the available GIS information applicable to this study, including but not limited to parcel data, land use, pressure reducing valve settings and existing and proposed infrastructure improvements not already captured in the existing water model.

2. Field Work

    a. Obtain up to 5 field hydrant flow tests to establish operational data points to which the model can be calibrated. EMH&T will complete the testing with supervision and assistance from the City's personnel.

    b. Two pressure monitor data collectors will be installed on existing hydrants on the distribution system. These will be relocated up to five times. This will provide information related to fluctuation of the system pressures over the course of normal daily operation.

3. Demand Allocation

    a. Total system demand will be identified through monthly meter readings recorded by the City of Columbus. It is anticipated that a demand condition will be defined with the model for the Average Daily Demand, Maximum Daily Demand and Peak Hour Demand.
    b. Demands can be distributed based on auditor land-use information and spread throughout the City. Demands will be scaled proportionally to the monthly meter readings. Individual meters will not be included in the model.

4. Update Water Modeling Information

    a. EMH&T prepared the previous water model for the City. EMH&T will review the latest existing water system model and coordinate with the City to make updates to appropriately reflect major changes since the last water model update to establish a base point to apply updated system improvements. Coordination is expected to include but not limited to verification of infrastructure changes, and use of recent hydrant tests if available.

Task 3 – System Analysis

1. Focused Review of Summit and Taylor Pressure District Combination
    a. Based on the data logging EMH&T completed in October 2025, the Summit and Taylor district appear to be hydraulically linked without a pressure reducing valve. EMH&T will conduct a thorough review of the need to separate these districts.

2. Overall Analysis of Pressure District Boundaries
    a. EMH&T will review the existing pressure and fire flows at the boundaries of the existing pressure districts. This analysis will identify the removal or replacement of existing PRVs.

Task 4 – Reporting and Deliverables

1. Report Memo
    a. EMH&T will provide an electronic memo to include:
        i. Evaluation of existing and proposed pressure district boundaries.
        ii. Estimated costs for capital improvements of the recommended pressure district boundaries.
        iii. Integration of water system mapping and modeling efforts in Task 2, contextualized into the report.

Fees
Services will be provided as per the conditions of our Professional Services Agreement **effective January 1, 2024,** and the associated Time Rates for the City. Fees for the work described within the Scope of Services shall not exceed **$57,000.00** without prior authorization from the City.

EMH&T DESIGN AND CONSTRUCTION SERVICES FEE SUMMARY

Description of Design Service/Task	Fee
1. Project Management	$6,000.00
2. Static Model Update	$30,000.00
3. System Analysis	$10,000.00
4. Reporting and Deliverables	$10,000.00
Reimbursable Expenses (printing, mileage, etc.)	$1,000.00
TOTAL FEE	**$57,000.00**

Clarifications and Exclusions
The following general items are not included as a part of this proposal:

- Attendance at public hearings or meetings.
- This analysis will not consider future growth outside or inside of the City.
- Costs estimates are based on concept level improvements. These estimates will not be based upon specific alignment considerations or similar.
- Detailed design and engineering of recommended infrastructure.
- Water quality/water age will not be considered in the analysis.
- Review of water rates or other financial evaluations to support/justify the system improvements or economic impacts will not be provided.
- Topographic and boundary surveying (GIS information will be utilized with this study).

Should any of these services or other additional services become necessary, they can be performed on an hourly basis in accordance with our standard rate schedule or under separate contract as warranted. Additional services shall be performed only upon receipt of written authorization by the owner.

TERMS AND CONDITIONS OF PROFESSIONAL SERVICE

This proposal is executed and delivered pursuant to the Professional Service Agreement (PSA) between EMH&T and the City of Reynoldsburg, effective January 1, 2024, (the "Agreement"). All terms and conditions of the Agreement are incorporated by reference and made part hereof for all purposes.

The receipt of a signed copy of this proposal will constitute authorization to begin work. If this proposal is not accepted and executed within ninety (90) days, EMH&T reserves the right to adjust the fee or withdraw the offer to perform the services described. Further, if the services are suspended for more than ninety (90) days, EMH&T shall be entitled to an equitable adjustment in the service fee and/or schedule.

EMH&T appreciates the opportunity to submit this proposal to you and looks forward to working with you on this project. EMH&T is prepared to commence work upon receipt of your acceptance.

Respectfully submitted,

EVANS, MECHWART, HAMBLETON & TILTON, INC.



Mitchell Yake, PE

Project Engineer

Acceptance and Authorization to Proceed

Authorized Signature	Title
Company Name	Print Name and Date

Copy:
Joe Begeny - Mayor
Ryan Andrews - EMH&T

Reynoldsburg
OHIO · 1839

STAFF REPORT
REYNOLDSBURG CITY COUNCIL

DATE: May 11, 2026

RE: An Ordinance to Amend the Personnel Procedure Manual Regarding Inclement Weather, Short-Term and Long-Term Disability, and Fleet Safety

APPROVALS:

Joe Begeny
Chris Shook
Mollie Prasher

EMERGENCY:

REASON FOR EMERGENCY:

STAFF REPORT:

An Ordinance to Amend the Personnel Procedure Manual Regarding Inclement Weather, Short-Term and Long-Term Disability, and Fleet Safety

WHEREAS, the Council of the City of Reynoldsburg has determined that it is necessary to update the Reynoldsburg's Personnel Procedure Manual.

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF REYNOLDSBURG, OHIO:

SECTION 1. That the City of Reynoldsburg Personnel Procedure Manual does hereby amend the sections Inclement Weather, Short-Term and Long-Term Disability, and Fleet Safety.

SECTION 2. Upon approval of Council, this Ordinance will be effective thirty days following the signature of the Mayor.

Reynoldsburg
OHIO · 1839

Personnel Policy Manual

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INTRODUCTION OF PERSONNEL PROCEDURE MANUAL

The provisions of this Personnel Procedure Manual (Manual) are applicable to all City employees, unless otherwise specified or governed by a collective bargaining agreement. The Manual is not a contract of employment or a guarantee of any rights or benefits, but is merely intended to be used to assist and guide employees in the day-to-day directions and performance of their duties.

The policies adopted in this Manual supersede all previous written and unwritten personnel policies or operational guidelines that directly conflict with this Manual, excluding Charter provisions and ordinances adopted by City Council, including Chapter 160, which may be amended from time to time. This Manual is also intended to be construed in such a manner as to comply with all applicable federal, state, and civil service laws and regulations. Employees are responsible, as a condition of their employment, to familiarize themselves with, and abide by, these policies and procedures.

The City may revise these policies with or without advance notice. The City will attempt to give employees advance notice of any Manual changes. Notice of revisions shall be provided to all employees.

If any article or section of this Manual is held to be invalid by operation of law, the remainder of this Manual and amendments thereto shall remain in force and effect. Should a conflict arise between the Ohio Revised Code (O.R.C.), applicable federal law, or applicable local law and this Manual, law shall prevail. Additionally, should a direct conflict exist between this Manual and a Collective Bargaining Agreement, the Bargaining Agreement shall prevail.

Questions regarding the interpretation and application of these policies and procedures contained herein shall be directed to the employee's Department Head/Supervisor with input from the Human Resources Director.

In addition to the policies and procedures contained herein, each department and/or division of the City may have operational rules and/or policies in writing or practice that are unique to that department or division which are not covered by this Manual. Employees are responsible for complying with those departmental or divisional rules and policies, in addition to the policies and procedures contained herein.

All supervisory personnel are responsible for administering the policies and procedures contained in this Manual. Supervisory personnel shall administer all policies and procedures contained herein to ensure compliance by subordinate personnel.

EQUAL EMPLOYMENT OPPORTUNITY POLICY

The City is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, age, national origin, disability, military status, genetic testing, or other unlawful bias except when such a factor constitutes a bona fide occupational qualification ("BFOQ"). All personnel decisions and practices including, but not limited to, hiring, suspensions, terminations, layoffs, demotions, promotions, transfers, and evaluations, shall be made without regard to the above listed categories.

The City does not tolerate any conduct that intimidates, harasses, or otherwise discriminates against any employee or applicant for employment on the grounds listed above. Anyone who feels that their rights have been violated under this policy should submit a written complaint of discrimination to the Human Resources Director, who shall have the authority and responsibility to investigate and take appropriate action concerning the complaint.

AMERICANS WITH DISABILITY ACT

The City prohibits discrimination in hiring, promotions, transfers, or any other benefit or privilege of employment, of any qualified individual with a permanent disability. To be considered a qualified individual, the employee must satisfy the requisite skills, experience, education and other job-related requirements of the position he holds or desires and must be able to perform the essential functions of his position, with or without a reasonable accommodation.

The City will provide reasonable accommodation to a qualified applicant or employee with a disability unless the accommodation would pose an undue hardship on or direct threat to the facility. Decisions as to whether an accommodation is necessary and/or reasonable shall be made on a case-by-case basis after engaging in an interactive process. An employee who wishes to request an accommodation shall direct such request to the HR Director, or EEO/ADA Coordinator, each of whom shall have the authority and responsibility to investigate and take appropriate action. Requests for accommodation should be in writing to avoid confusion; however, verbal requests will be considered. The employer and employee will meet and discuss whether an accommodation is appropriate and, if applicable, the type of accommodation to be given.

Any employee who feels that his rights have been violated under this policy should submit a written complaint as set forth in the Unlawful Discrimination and Harassment Policy.

Definitions

Sex-Based Discrimination

Sex discrimination involves treating someone unfavorably because of that person's sex. Discrimination against an individual because of gender identity, including transgender status, or because of sexual orientation is discrimination because of sex in violation of Title VII, which protect lesbian, gay, bisexual, and transgender (LGBTQ+) applicants and employees against employment bias.

Unlawful discrimination occurs when individuals are treated less favorably in their employment because of their membership in a protected classification. An employer may not discriminate against an individual with respect to the terms and conditions of employment, such as promotions, raises, and other job opportunities, based upon that individual's membership in that protected class.

Harassment is a form of discrimination. Harassment may be generally defined as unwelcome conduct based upon a protected classification. However, harassment becomes unlawful where:

1. Enduring the offensive conduct becomes a condition of continued employment.

2. The conduct is severe or pervasive enough to create a work environment that a reasonable person would consider intimidating, hostile, or abusive.

Examples.

By way of example, sexual harassment is one type of unlawful harassment. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

1. Submission to the conduct is made either explicitly or implicitly a term or condition of an individual's employment.

2. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual.

3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment. Harassment on the basis of an employee's membership in any protected classification (as set forth above) is unlawful, will not be tolerated, and must be reported.

4. Unlawful discrimination and harassment does not generally encompass conduct of a socially acceptable nature. However, some conduct that is appropriate in a social setting may be inappropriate in the work place. A

victim's perceived acquiescence in the behavior does not negate the existence of unlawful discrimination or harassment. Inappropriate conduct that an employee perceives as being "welcome" by another employee may form the basis of a legitimate complaint.

5. Additional examples of unlawful sexual harassment may include, but are not limited to: repeated unwanted and/or offensive sexual flirtations, advances or propositions; verbal abuse; graphic comments; display of objects, pictures or displays through other media; offensive, abuse and/or unwanted physical contact.

UNLAWFUL DISCRIMINATION AND HARASSMENT

The City is committed to providing an environment that is safe and free from unlawful discrimination and harassment. Unlawful discrimination or harassment is behavior directed toward an employee because of his membership in a protected class such as: race, color, religion, sex, age, national origin, disability, military status, genetic testing, or other unlawful bias. Discrimination and harassment is inappropriate and illegal and will not be tolerated. All forms of unlawful discrimination and harassment are governed by this policy and must be reported and addressed in accordance with this policy. Unlawful discrimination and/or harassment may be committed against employees by elected officials, department heads, supervisors, co-workers, or members of the public. Further, unlawful discrimination and/or harassment may occur on-duty or off-duty.

Off Duty Conduct

Unlawful discrimination or harassment that affects an individual's employment may extend beyond the confines of the workplace. Conduct that occurs off duty and off premises may also be subject to this policy. Employees are also cautioned that conduct off-duty and online may constitute unlawful discrimination or harassment.

REPORTING HARASSMENT OR DISCRIMINATION

It is the responsibility of the City to maintain an environment that is free from unlawful discrimination or harassment. Employees who feel they have been subject to unlawful discrimination or harassment by a fellow employee, supervisor, or other individual otherwise affiliated with the City shall immediately report the conduct, in writing, to the Human Resources Director, who shall have the authority and responsibility to investigate and take appropriate action concerning the complaint. Similarly, employees who feel they have knowledge of discrimination or harassment, or who have questions or concerns regarding discrimination or harassment, shall immediately contact their supervisor. Late reporting of complaints and verbal reporting of complaints will not preclude the City from taking action. However, so that a thorough and accurate

investigation may be conducted, employees are encouraged to submit complaints in writing and in an expedient manner following the harassing or offensive incident. All supervisors are required to follow up on all claims or concerns, whether written or verbal, regarding unlawful discrimination and harassment.

Although employees may confront the alleged harasser at their discretion, they are also required to submit a written report of any incidents as set forth above. When the City is notified of the alleged harassment, it will timely investigate the complaint. The investigation may include private interviews of the employee allegedly harassed, the employee committing the alleged harassment and any and all witnesses. Information will be kept as confidential as practicable, although confidentiality is not guaranteed. All employees are required to cooperate in any investigation. Determinations of harassment shall be made on a case-by-case basis. If the investigation reveals the complaint is valid, prompt attention and disciplinary action designed to stop the harassment and prevent its recurrence will be taken.

Retaliation.
Anti-discrimination laws prohibit retaliatory conduct against individuals who file a discrimination charge, testify, or participate in any way in an investigation, proceeding, or lawsuit under these laws, or who oppose employment practices that they reasonably believe discriminate against protected individuals, in violation of these laws. The law also prevents retaliatory conduct against individuals who are close friends or family members with an individual who engaged in protected conduct. The City and its supervisors and employees shall not in any way retaliate against an individual for filing a complaint, reporting harassment, participating in an investigation, or engaging in any other protected activity. Any employee who feels he has been subjected to retaliatory conduct as a result of actions taken under this policy, or as a result of his relationship with someone who took action under this policy shall report the conduct to their supervisor immediately. Disciplinary action for filing a false complaint is not a retaliatory act.

False Complaints.
Legitimate complaints made in good faith are strongly encouraged; however, false complaints or complaints made in bad faith will not be tolerated. Failure to prove unlawful discrimination or harassment will not constitute a false complaint without further evidence of bad faith. False complaints are considered to be a violation of this policy.

Corrective Action.
If the City determines unlawful discrimination, harassment, or retaliation has taken place, appropriate corrective action will be taken, up to and including termination. The corrective action will be designed to stop the unlawful conduct and prevent its reoccurrence. If appropriate, law enforcement agencies or other licensing bodies will

be notified. Any individual exhibiting retaliatory or harassing behavior towards an employee who exercised a right under this policy, or who is a close personal friend or family member of someone who exercised a right under this policy, will be subject to discipline, as will any employee who has knowledge of unlawful conduct and allows that conduct to go unaddressed.

Coverage.
This policy covers all employees, supervisors, department heads and elected officials. Additionally, this policy covers all suppliers, subcontractors, residents, visitors, clients, volunteers and any other individual who enters City property, conducts business on City property, or who is served by City personnel.

EMPLOYEE CONDUCT

A fair, inclusive and respectful workplace is vital to all individuals and is essential to the success of the staff of the City of Reynoldsburg. Therefore, the City of Reynoldsburg is committed to promoting an environment where employees respect each other regardless of their roles or responsibilities, or the nature of their contributions.

Every employee of the City of Reynoldsburg has the right to work in a respectful workplace. In order to promote and sustain a workplace where all employees are treated with respect and dignity, regardless of their status or position, each employee is expected to show respect in all interactions with coworkers of interpersonal behavior, communication and professionalism.

CLASSIFICATION STATUS

The classified service shall comprise all City employees not specifically included in the unclassified service. Following completion of the probationary period of one (1) year, no classified employees shall be reduced in pay or position, fined, suspended or removed, or have his or her longevity reduced or eliminated, except and for those reasons set forth in the civil service law, or local law. Such reasons include: incompetency, inefficiency, dishonesty, drunkenness, immoral conduct, insubordination, discourteous treatment of the public, neglect of duty, violation of any policy or work rule of the City, any other failure of good behavior, any other acts of misfeasance, malfeasance or nonfeasance in office, or conviction of a felony, except for just cause.

Unclassified employees serve at the pleasure of the City and may be terminated or otherwise separated from employment for any reason not inconsistent with law. An unclassified employee may not be rendered classified due to the provisions of this Manual.

PROBATIONARY PERIOD (Unless covered under the collective bargaining agreement – See contract)

Newly hired or newly promoted employees in the classified service shall be required to successfully complete a one (1) year probationary period. The probationary period allows the City to closely observe and evaluate the employee's fitness and suitability for the position. Only those employees who demonstrate an acceptable standard of conduct and performance shall be retained in their positions.

A newly hired employee during their probationary period may be removed at any time during their probationary period due to unsatisfactory work performance. If an employee is removed during their original appointment probationary period, the employee lacks any appeal rights. Time spent on inactive pay status or non-paid leave of absence shall not be counted toward the completion of the probationary period. An employee's probationary period may be extended due to time spent in inactive pay status or on a non-paid leave of absence.

Employees working irregular schedules and intermittent employees shall have a one (1) year probationary period.

The failure of a promoted employee to complete a probationary period due to unsatisfactory performance shall result in the employee being returned to the same or similar position he held at the time of his promotion.

Unclassified employees serve at the pleasure of the appropriate appointing authority and do not serve a probationary period. Nothing contained in this policy should be considered a waiver of the right to remove an unclassified employee consistent with law.

POLICE COMMAND STAFF PROMOTIONS

1. Senior Police Department Management by definition includes all positions as set forth herein above the rank of Sergeant and not included in a collective bargaining agreement. Senior Police Department Management positions are:
    a) Chief of Police
    b) Deputy Chief of Police
    c) Lieutenant

2. Pursuant to the power granted to the Reynoldsburg City Council by Section 7.03(e) of the Reynoldsburg City Charter, the Reynoldsburg City Council hereby eliminates the application of general laws of Ohio pertaining to the civil service provisions for selection and filling of Police Department positions above the rank of Police

Officer and Sergeant, specifically Ohio Revised Code Section 124.44, and hereby substitutes its local procedure and provisions for filling said positions.

3. The Chief of Police may be filled by original appointment of a person who is not in the Reynoldsburg Police Department.

The following selection procedure shall be followed whether by original appointment or promotion:

1. A competitive promotional Civil Service Examination as set forth in Reynoldsburg City Code 157.04 shall not be given;

2. A candidate for promotion to Chief of Police or original appointment to Chief of Police shall have achieved a rank of command with at least one (1) year of police command experience and a bachelor's degree in criminal justice, police science, or a related field such as the social sciences, business management, or public administration required commencing January 1, 1996, from an accredited college or university that would enable the candidate to be admitted to a graduate school at an accredited university; and

3. Successful completion of one of the following: FBI National Academy, the Southern Police Institute's Command Officer Development Course, Northwestern University/Traffic Institute's School of Police Staff and Command, Public Safety Leadership Academy (PSLA), or Certified Law Enforcement Executive (CLEE).

Unless the Civil Service Commission contracts with an accredited law enforcement consulting agency to accept and rank resumes, a Preliminary Screening Committee shall be established to review applications and resumes of Chief of Police candidates. This committee shall be responsible for selection not more than ten (10) candidates.

The Preliminary Screening Committee shall be comprised of:

- Safety Committee Chair
- A representative from the OACP
- A representative from the FOP
- Human Resource Director

Any of the above can be replaced by a designee if necessary. Such designee would require approval by the Civil Service Commission.

The Committee will determine if the applicants meet the minimum job requirements as outlined in the job classification for the position of Chief of Police.

The Preliminary Screening Committee will rank the qualified candidates based upon their qualifications utilizing an objective evaluation form. The Committee shall submit to a final Selection Committee the top five (5) candidates.

The Final Selection Committee will be comprised of:

- Mayor
- A representative from the OACP
- A representative from the FOP
- Council President
- Safety Committee Chair
- City Attorney
- A representative appointed by the Mayor

Any of the above can be replaced by a designee if necessary. Such designee would require approval by the Civil Service Commission.

The final selection committee shall interview the final five (5) candidates and make a recommendation of the top three (3) to the appointing authority based on majority vote. The Appointing Authority will appoint from the top three (3).

4. The Deputy Chief of Police may be filled by original appointment or of a person who is not in the Reynoldsburg Police Department. positions are:

    a) The following selection procedure shall be followed whether by original appointment or promotional appointment:

        i) A competitive promotional Civil Service examination as set forth in Reynoldsburg City Code 157.04 shall not be given;
        ii) Candidate for promotion to Deputy Chief of Police or original appointment to Deputy Chief of Police shall have achieved a rank of command with at least one (1) year of police command experience and a bachelor's degree in criminal justice, police science, or a related field such as the social sciences, business management or public administration required commencing January 1, 1996, from an accredited college or university that would enable the candidate to be admitted to a graduate school at an accredited university; and
        iii) Successful completion of one of the following: FBI National Academy, the Southern Police Institute's Command Officer Development Course, Northwestern University/Traffic Institute's

School of Police Staff and Command, Public Safety Leadership Academy (PSLA), or Certified Law Enforcement Executive (CLEE).

b) Unless the Civil Service Commission contracts with an accredited law enforcement consulting agency to accept and rank resumes, a Preliminary Screening Committee shall be established to review applications and resumes of Deputy Chief of Police candidates.

The Preliminary Screening Committee shall be comprised of:

- A representative appointed by the Mayor
- Current Chief of Police
- Human Resource Director

Any of the above can be replaced by a designee if necessary. Such Designee would require approval by the Civil Service Commission.

The Committee will determine if the applicants meet the minimum job requirements as outlined in the job classification for the position of Deputy Chief of Police.

c) The Preliminary Screening Committee will rank the qualified candidates based upon their qualifications utilizing an objective evaluation form. The committee shall submit to a final Selection Committee the top five (5) candidates.

The Final Selection Committee shall be comprised of:

- Mayor
- Chief of Police
- City Attorney
- Safety Director
- Human Resource Director

Any of the above can be replaced by a designee if necessary. Such designee would require approval by the Civil Service Commission.

d) The final selection committee shall interview the final five (5) candidates and make a recommendation of the top three (3) to the appointing authority based on majority vote. The Appointing Authority will appoint from the top three (3).

5. A candidate for promotion to the rank of Lieutenant shall have:

a) The following selection procedure shall be followed whether by original appointment or promotion:

i) at least three (3) years of experience at the rank of Sergeant with the Reynoldsburg Police Department immediately preceding the date of promotion; and an Associate's Degree or two (2) complete years of college education from a community college, college or university, that would enable the candidate to be admitted to an undergraduate school as a third year student at an accredited college or university

ii) A written exam may be administered to all eligible candidates pursuant to the rules established by the Civil Service Commission.

iii) If a written exam is administered, then all candidates achieving a passing grade shall submit to an assessment center.

If a written exam is not given, then all eligible candidates shall submit to a assessment center, prepared and presented by an accredited law enforcement consulting agency as selected by the Civil Service Commission. The consulting agency shall submit the results to the Civil Service Commission, who will forward the names of the top three candidates to the appointing authority (the Mayor) who shall appoint from the top four ranked candidates.

(b) When there are not two (2) or more eligible candidates within the Reynoldsburg Police Department for the rank of Lieutenant, open posting shall be conducted throughout the state of Ohio for potential candidates, who are currently certified law enforcement officers through the Ohio Peace Officers Training Council.

i) The outside candidate shall have at least three (3) years of experience at the rank of Sergeant and an Associate's Degree or two (2) complete years of college education from a community college, college or university, that would enable the candidate to be admitted to an undergraduate school as a third year student at an accredited college or university;

ii) A written exam may be administered to all eligible candidates pursuant to the rules established by the Civil Service Commission.

iii) If a written exam is administered, then all candidates achieving a

passing grade shall submit to an assessment center.

If a written exam is not given, then all eligible candidates shall submit to an assessment center, prepared and presented by an accredited law enforcement consulting agency as selected by the Civil Service Commission. The consulting agency shall submit the results to the Civil Service Commission, who will forward the names of the top four candidates to the appointing authority (the Mayor) who shall appoint from the top four (4) candidates.

REDUCTION IN FORCE (Unless covered under the collective bargaining agreement – See Contract)

If it becomes necessary to reduce staffing levels by layoff or job abolishment due to lack of work, lack of funds, reorganization or other justified business reason, the City shall lay off employees in accordance with law. The City shall determine the number of positions and the classifications in which layoffs will occur. Employees may have recall rights for up to one (1) year.

MEDICAL EXAMINATIONS AND DISABILITY SEPARATION

All City employees are required and expected to maintain the appropriate physical and mental capacities to perform the essential functions of their job. The City may require an employee to take an examination, conducted by a licensed medical practitioner, to determine the employee's physical or mental capacity to perform the essential functions of his job, with or without reasonable accommodation. This examination may include a fitness-for-duty examination following an employee's absence from work due to their own illness or injury. This examination shall be at the City's expense. If the employee disagrees with the City's licensed medical practitioner's determination, he may request to be examined by a second licensed medical practitioner of his choice at his own expense. If the reports of the two practitioners' conflict, a third opinion shall be rendered by a neutral party chosen by the City and paid for by the City. The third opinion shall be controlling.

If an employee, after examination, is found to be unable to perform the essential functions of his position with or without reasonable accommodation, he may request use of accumulated, unused, paid and unpaid leave benefits, if applicable.

If a classified employee remains unable to perform the essential functions of his position after exhausting available leaves, he may request a voluntary disability separation. The City may require an employee seeking a voluntary disability separation to undergo a physical or psychological examination by a licensed medical practitioner of its choosing.

If the examination supports the request for a voluntary disability separation, it will be granted.

If, after exhausting available leave, an employee refuses to request a voluntary disability separation, the City may place the employee on an involuntary disability separation if the City has substantial credible medical evidence to indicate that the employee remains disabled and incapable of performing the essential job duties. If the City seeks to involuntarily disability separate an employee, it may request that an employee submit to a medical or psychological examination to determine the employee's physical and mental capacity to perform the essential functions of their job. The employee must cooperate in this process. A failure to participate in the process may result in a finding that the employee is insubordinate which may result in discipline, up to and including termination. The City will select the licensed medical practitioner. While an examination is pending, the employee may be placed on administrative leave with pay.

If, after the examination, the City determines that the employee is incapable of performing the essential functions of the position, it shall institute the involuntary disability separation process. The City shall schedule a hearing with at least seventy-two (72) hours advance notice regarding whether the employee is capable of performing the essential functions of the position. The employee may waive the right to a hearing. However, if the employee chooses to have a hearing, the employee has the right to examine the City's evidence regarding the employee's ability to perform the essential functions of the position, rebut the City's evidence and/or present their own medical evidence.

If it is determined after the hearing that the employee is incapable of performing the essential functions of the position, the City shall issue an involuntary disability separation, which may be appealed to the City's civil service commission. However, if, after a hearing, it is determined that the employee is capable of performing the essential functions of their position, the employee shall be deemed fit for duty and returned to their position.

Employees that are disability separated have a two (2) year right to reinstatement. Any requests for reinstatement must be made in writing and include appropriate medical documentation to support the request. The City may require the employee to be examined by a licensed medical practitioner of its choosing. The City shall pay for the cost of its licensed medical practitioner. If it is determined that the employee is capable of performing the essential functions of the position, the employee shall be reinstated.

WORKPLACE ROMANCES

To avoid concerns of sexual harassment, preferential treatment and other inappropriate behavior, employees are required to inform the Human Resources Director if they currently are, or if they intend to become, romantically involved with a co-worker. Such relationships are not necessarily prohibited, but must be appropriately addressed. Should the City determine that a conflict exists between an employee's employment and a personal relationship with a co-worker, the City will attempt to work with the employees to resolve the conflict. Should operational needs prevent resolution, the relationship must cease or one or both of the parties must separate from employment. Supervisors are expressly prohibited from engaging in romantic or sexual relationships with any employee they directly, or indirectly, supervise.

NEPOTISM

Hiring

Although the employment of close relatives is discouraged, the City will receive employment applications from relatives of current employees. However, the following five (5) situations shall prevent the City from hiring a relative of a current employee:

1. If one relative would have supervisory or disciplinary authority over another.

2. If one relative would audit the work of another.

3. If a conflict of interest exists between the relative and the employee or the relative and the City.

4. If the hiring of relatives could result in a conflict of interest.

5. If one of the family members would have access to confidential material.

Employment

An employee is not permitted to work in a position where his supervisor or anyone within his chain of command is a relative. If such a situation is created through promotion, transfer or marriage, one of the affected employees must be transferred or an accommodation acceptable to the City must be established. Termination of employment will be a last resort. If two employees marry, they will be subject to the same rules listed above as other relatives.

The provisions of O.R.C. §§ 102.03 and 2921.42 render it unlawful for a public official to use his influence to obtain a benefit, including a job for her relative. Any violation of these statutes may result in criminal prosecution and/or disciplinary action. For purposes of the Article, the term "relative" shall include spouse, children, grandchildren, parents, grandparents, siblings, brother-in-law, sister-in-law, daughter-in-law, son-in-law, father-in-

law, mother-in-law, stepparents, stepchildren, stepsiblings, and a legal guardian or other person who stands in the place of a parent to the employee.

ETHICS/CONFLICTS OF INTEREST

The proper operation of a democratic government requires that actions of public officials and employees be impartial, that government decisions and policies be made through the proper channels of governmental structure, that public office not be used for personal gain, and that the public have confidence in the integrity of its government. Ohio Revised Code §§ 102.03 and 2921.42 prohibit public employees from using their influence to benefit themselves or their family members. In recognition of the above-listed requirements, the following Code of Ethics is established for all City officials and employees:

No employee shall use his official position for personal gain, or shall engage in any business or shall have a financial or other interest, direct or indirect, which is in conflict with the proper discharge of his official duties.

1. No employee shall, without proper legal authorization, disclose confidential information concerning the property, government or affairs of the City, nor shall he use such information to advance the financial or other private interest of himself or others.

2. No employee shall accept any valuable gift, whether in the form of service, loan, item or promise from any person, firm or corporation that is interested directly or indirectly in any manner whatsoever in business dealings with the City; nor shall an employee accept any gift, favor or item of value that may tend to influence the employee in the discharge of his duties or grant, in the discharge of the employee's duties any improper favor, service or item of value.

3. No employee shall represent private interests in any action or proceeding against the interest of the City in any matter wherein the City is a party.

4. No employee shall engage in or accept private employment or render services for private interests when such employment or service is incompatible with the proper discharge of his official duties or would tend to impair his independent judgment or action in the performance of his official duties. Neither shall other employment, private or public, interfere in any way with the employee's regular, punctual attendance and faithful performance of his assigned job duties.

Any employee having doubt as to the applicability of these provisions should consult the Human Resources Director. Any employee offered a gift or favor who is not sure whether

acceptance is a violation of the Code of Ethics, should inform his supervisor of the gift offer. No employee will accept from any contractor or supplier doing business with the City, any material or service for the employee's private use.

State law prohibits City employees and officials from having a financial interest in companies that do business with the City, with minor exceptions. Employees who have any doubt concerning a possible violation of these statutes are advised to consult an attorney.

PERSONNEL FILES AND INFORMATION

The City shall maintain personnel files for all City employees. Such files may include individual employment data, payroll information, schedules, records of additions or deductions, application forms, and records pertaining to hiring, promotion, demotion, transfer, layoff and termination. Personnel files shall be available to members of the public in accordance with the law. An employee shall have a right of reasonable inspection of his official personnel file. No personnel records shall be removed from the official records unless in accordance with state or federal law or in accordance with the City's retention of records policy.

When a public records request is made for an employee's records, the City will endeavor to inform the employee of the request in advance of the release of records. The City will make reasonable efforts to redact personal information, and other non- public information, from the files before release. Notifying the employee of the release may not result in an unreasonable delay in releasing the records pursuant to an appropriate request. Employees are responsible for taking legal action in the event they wish to prohibit release of the requested documents to the requesting individual or entity.

Employees must timely advise the City of any change in name, address, marital status, telephone number, number of tax exemptions, citizenship, or association with any government military service organization.

OUTSIDE EMPLOYMENT(Unless covered under the collective bargaining agreement – See Contract)

Employees are required to notify their supervisor of any outside employment. No employee shall have outside employment, which conflicts in any manner with the employee's ability to properly and efficiently perform his duties and responsibilities with the City. Employees are expected to be at work and fit for duty when scheduled.

Employees are prohibited from engaging in secondary employment while on sick leave, disability leave, or family medical leave. Employees are strictly prohibited from engaging

in or conducting outside private business during scheduled working hours and are further prohibited from engaging in conduct which creates a potential or actual conflict of interest with their duties and responsibilities as a City employee.

SEPARATION

Employees may voluntarily resign in good standing by submitting a written letter of resignation to their Appointing Authority at least two (2) weeks in advance of the effective date of resignation. Such resignation letter should be signed, dated and include the expected date of resignation. A failure to provide the appropriate notice may result in an individual being ineligible for re-employment with the City.

An employee that is absent without leave for three (3) or more consecutive days may be considered to have constructively resigned their employment with the City.

Upon separation, the employee must return any property belonging to the City, including: City clothing displaying the City of Reynoldsburg logo, ID badge, keys, City issued cell phone, laptop, City credit card/fleet card and any other materials belonging to the City. A failure to timely return City equipment/property may result in a delayed delivery of their final paycheck.

Upon separation, the employee (or spouse, beneficiary, or estate upon the employee's death) will be paid out any unused vacation pay. Payment shall be at the rate applicable to the employee's current rate of pay at the time of separation.

Upon separation, the employee (or spouse, beneficiary, or estate upon the employee's death) shall be entitled to payment for any accrued overtime hours, including compensatory time hours accrued, but unused. Such payment shall be at the overtime rate applicable to the employee's current rate of pay at the time of separation.

Upon separation, an employee with ten (10), fifteen (15), twenty (20), or twenty-five (25) years of service to the City of Reynoldsburg, with at least two (2) weeks prior notice or if upon death, the spouse (if applicable) or beneficiary or estate, shall be paid out accumulated, but unused sick leave at the employee's current rate of pay at the time of separation as follows:

1. Ten (10) years of service shall be entitled to 25% of their accumulated, but unused sick leave, not to exceed 320 hours.

2. Fifteen (15) years of service shall be entitled to 30% of their accumulated, but unused sick leave, not to exceed 540 hours.
3. Twenty (20) years of service shall be entitled to 40% of their accumulated, but unused sick leave, not to exceed 760 hours.

4. Twenty-Five (25) years of service shall be entitled to 50% of their accumulated, but unused sick leave, not to exceed 880 hours.

5. If an employee is killed in the line of duty, the employee's spouse (if applicable), or beneficiary or estate, shall be paid 100% of the deceased employee's accumulated, but unused sick leave.

Payment under this policy shall be considered to eliminate all sick leave credit accrued by the employee at the time of payment.

Upon separation, you cannot extend your resignation/retirement/termination by using vacation, sick, comp time, personal day(s) or any type of leave.

Upon separation, if you leave prior to a holiday in the pay period, you will not be paid for the holiday, unless you work the full day after the holiday.

Upon separation, if you did not use your personal day or your bonus personal day, you will lose it and you will not be paid out for either.

If an employee separates from the City within one year of receiving education reimbursement, they will be required to reimburse the City for the associated costs. The Auditor's Department will be responsible for monitoring the amount owed and ensuring that reimbursement is received.

POLITICAL ACTIVITY (Unless covered under the collective bargaining agreement – See Contract)

Although the City encourages all employees to exercise their constitutional rights to vote, certain political activities are legally prohibited for classified employees of the City whether in active pay status or on leave of absence. The following activities are examples of conduct permitted by classified employees:

1. Registration and voting.
2. Expressing opinions, either orally or in writing.
3. Voluntary financial contributions to political candidates or organizations.
4. Circulating non-partisan petitions or petitions stating views on legislation.
5. Attendance at political rallies.
6. Signing nominating petitions in support of individuals.
7. Displaying political materials in the employee's home or on the employee's property.
8. Wearing political badges or buttons, or the display of political stickers on private vehicles.
9. Serving as a precinct official under O.R.C. § 3501.22.

The following activities are examples of conduct prohibited by classified employees.

1. Candidacy for public office in a partisan election.
2. Candidacy for public office in a non-partisan general election if the nomination to candidacy was obtained in a primary partisan election or through the circulation of a nominating petition identified with a political party.
3. Filing of petitions meeting statutory requirements for partisan candidacy to elective office.
4. Circulating official nominating petitions for any partisan candidate.
5. Holding an elected or appointed office in any partisan political organization.
6. Accepting appointment to any office normally filled by partisan election.
7. Campaigning by writing in publications, by distributing political material, or by writing or making speeches on behalf of a candidate for partisan elective office, when such activities are directed toward party success.
8. Solicitation, either directly or indirectly, of any assessment, contribution or subscription, either monetary or in-kind, for any political party or political candidate.
9. Solicitation for the sale, or actual sale, of political party tickets.
10. Partisan activities at the election polls, such as solicitation of votes for other than nonpartisan candidates and nonpartisan issues.
11. Service as a witness or challenger for any party or partisan committee.
12. Participation in political caucuses of a partisan nature.
13. Participation in a political action committee that supports partisan activity.

Any employee having a question pertaining to whether specific conduct of a political nature is permissible should contact their immediate supervisor, or City Attorney, prior to engaging in such conduct.

PERFORMANCE EVALUATIONS (Unless covered under the collective bargaining agreement – See Contract)

A written Performance Evaluation provides supervisors with an effective mechanism to measure and communicate levels of job performance to their employees. The City may conduct annual performance evaluations of employees. Evaluations, if conducted, will be based upon defined and specific criteria and will generally be reviewed with the employee by their supervisor or department head. The results will be discussed with the employee and the employee will be asked to sign the evaluation. An employee's signature will reflect their receipt of the evaluation, not their agreement with its contents. Should the employee refuse to sign, a notation will be made reflecting the date and time of the review along with the employee's refusal to sign. Employees may offer a written response to their performance evaluation. Such response, if given, will be maintained

with the evaluation. Performance evaluations will be retained in the employee's personnel file.

Additional performance evaluations may be performed by the City at the City's discretion.

SOLICITATION

Individuals not employed by the City are prohibited from soliciting funds or signatures, conducting membership drives, distributing literature or gifts, offering to sell merchandise or services (except by representatives of suppliers or vendors given prior authority), or engaging in any other solicitation, distribution, or similar activity on the premises or at a worksite.

The City may authorize a limited number of funds drives by employees on behalf of charitable organizations or for employee gifts. Employees are encouraged to volunteer to assist these drives; however, participation is entirely voluntary.

The following restrictions apply when employees engage in permitted solicitation or distribution of literature for any group or organization, including charitable organizations:

1. Distribution of literature, solicitation and the sale of merchandise or services is prohibited in public areas.

2. Soliciting and distributing literature during the working time of either the employee making the solicitation or distribution, or the targeted employee, is prohibited. The term "working time" does not include an employee's authorized lunch or rest periods or other times when the employee is not required to be working.

3. Distributing literature in a way that causes litter on City property is prohibited.

The City maintains various communications systems to communicate City-related information to employees and to disseminate or post notices required by law. The unauthorized use of the communications systems or the distribution or posting of notices, photographs, or other materials on any City property is prohibited.

Violations of this policy will be addressed on a case-by-case basis. Disciplinary measures will be determined by the severity of the violation, not the content of the solicitation or literature involved.

PAYCHECKS

The City requires that all payroll checks be issued by way of Direct Deposit. It is the employee's responsibility to inform the City of any changes, pay will be issued on the Friday following the end of a pay period, except when a regular payday falls on a holiday. If payday falls on a holiday, paychecks will be distributed the day immediately preceding the holiday. Pay advances are not permitted.

REPORTING TO WORK AND TARDINESS (Unless covered under the collective bargaining agreement – See Contract)

Employees are expected to report for and remain at work as scheduled and to be at their work stations at their starting time. Employees who call off work for personal reasons should call off in advance of their starting time in accordance with procedures established by their Supervisor. Employees who call off must make contact with their supervisor or designee each day of their absence unless they have made alternate arrangements. Calling off work in accordance with this procedure will not necessarily result in an employee receiving approved leave for their absence.

Tardiness may result in a reduction in the corresponding amount of pay for which the employee is late and/or discipline.

HOURS OF WORK AND OVERTIME (Unless covered under the collective bargaining agreement – See Contract)

The City will establish the hours of work for all employees. Generally, the normal business hours will be 8:00 a.m. to 5:00 p.m. Work hours may vary by Department. Staff may be required to work days, evenings, nights and/or weekends due to operational needs. Additionally, each City Department may alter the work schedules, days off and shifts of employees based upon operational needs.

Due to federal regulations, employees who are not exempt from the overtime provisions of the Fair Labor Standards Act ("FLSA") are prohibited from signing in or beginning work before their scheduled starting time, or signing out/stopping work past their scheduled quitting time except with supervisory approval or in emergency situations. Additionally, non-exempt employees who receive an unpaid lunch period are prohibited from working during their lunch period except with supervisory approval or in emergency situations. Non-exempt employees who work outside their regularly scheduled hours in contravention of this rule shall be paid for all hours actually worked, but may be disciplined accordingly.

Failure to properly sign-in or sign-out as required, misrepresenting time worked, altering any time record, or allowing a time record to be altered by others will result in disciplinary

action. However, supervisors may make adjustments to an employee's time sheet, as necessary.

Generally, employees not exempt from the overtime provisions of the FLSA shall be compensated for overtime for all hours worked in excess of forty (40) in any one work week, regardless of the employee's regularly scheduled work day. Overtime shall be compensated at a rate of one and one-half times the employee's regular rate of pay for overtime worked, including time spent in paid status, unless otherwise noted.

The City may require overtime as a condition of continued employment. An employee who refuses to work a mandatory overtime assignment may be considered insubordinate and disciplined accordingly. Additionally, the City may authorize or require employees to work a flexible schedule in a work week. For overtime-eligible employees, a flexible schedule must occur within a single forty-hour workweek.

Employees who are exempt from the overtime provisions of the FLSA are not eligible for overtime payment. Such exemptions may include employees whose job duties are executive, administrative or professional in nature. At the discretion of the appointing authority, exempt employees may be required to keep track of, and report, their hours without destroying their exempt status. However, generally, exempt employees will not have a reduction in pay for absences of less than an entire work period of five (5) days. Absences will first be deducted from the employee's accumulated sick leave (if appropriate), vacation leave or other paid leave. The list of exempt employees are in Chapter 160.05 Overtime Eligibility .

WORKING FROM HOME (TAXES) (Unless covered under the collective bargaining agreement – See Contract)

In rare circumstances employee may be permitted to work remotely if their duties allow for it and their supervisor grants approval. This approval is on a case-by-case basis and it not considered a permanent arrangement for the conditions of their employment. If granted permission to work remotely, employees need to understand how the City of Reynoldsburg will handle the income tax withholding based upon the permissions granted.

The "General Withholding Rule" is that the employer (City of Reynoldsburg, City) is required to withhold to the jurisdiction where you (the Employee) physically performs work. As a Government entity, the City also withholds residence tax for those employees living in a higher taxing jurisdiction or one with reduced credit.

The above "General Rule" holds true for the majority of City employees, but there may be a few exceptions. Below are the most common exceptions.

1. If you are permitted to have **100% Work from Home (WFH)** or remote work location, income tax will be withheld at the remote location.

2. If you are permitted to work in a **Hybrid WFH Model**, i.e. 2 days at home /3 days in office, or 40% / 60%. If permitted to work a hybrid model on a regular basis then you will need to contact the payroll department to complete a withholding allocation change form. Once complete the City will withhold to both the remote home location and primary office location, but will discontinue the courtesy residence tax.

   Note:
   - You may need to set-up estimates for the taxing jurisdiction in which you reside.
   - It is the responsibility of you and your supervisor to determine the hybrid percentage and notify payroll of any changes in reporting requirements.

3. The **20-day Occasional Entrant** rule. This may be applicable if your position requires you to perform work outside of the City more than 20 days per year. In this case, your withholding falls under the General guidelines above with the option for you to track and claim those days worked out as a refund. To complete a refund request you would complete the RITA Form 10A and submit it to your supervisor for approval. <u>This must be tracked by the employee and the supervisor.</u>

   Note:
   - All refunds are subject to residency tax and it is your responsibility to file and pay that tax.
   - Mutual aid does not qualify.

Any changes to the remote work status must be reported to the Auditor's office immediately as it is the responsibility of the employee to ensure that the proper information is provided in order to have the correct income tax withheld.

<u>COMPENSATORY TIME</u> (Unless covered under the collective bargaining agreement – See Contract)

1. Employees may choose to take compensatory time for overtime worked in lieu of compensation if such choice is indicated during the pay period in which the overtime is worked and the request is approved by the Appointing Authority or designee.

   a) Compensatory time shall be credited to employees who are eligible for

overtime pay at the rate of one and one-half (1½) hour for each overtime hour worked.

b) Employee's compensatory time balance shall be limited to a maximum of 100 hours; therefore, they would have to use some of the compensatory time before they could accumulate more. Once an employee reaches 100 hours, they must take over-time pay until they drop below 100 hours.

c) Employees shall have the option of receiving a cash payment for any or all hours accrued but unused compensatory time in that calendar year. Request for payout of comp time must be submitted by the 15th of October. The payment will be made at the employee's current rate of pay and will be paid during Pay Period 24.

d) Any hours which are not paid out will be carried over to the next calendar year and will be subject to a 100 hour maximum refillable bank for the following year.

2. Any overtime pay earned as a result of this section must be within the limits appropriated by City Council.

CALL-IN PAY (Unless covered under the collective bargaining agreement – See Contract)

When an employee is called back to work by his supervisor for hours not abutting their regular work hours, the employee shall receive a minimum of three (3) hours pay at the employee's overtime rate. If the employee is called-in and works more than three (3) hours, the employee shall be paid their overtime rate for all hours worked.

EMERGENCY HOLIDAY CALL IN PAY (Unless covered under the collective bargaining agreement – See Contract)

Employees that are called in due to an emergency on any of the City recognized holidays will be paid two (2) times their rate of pay plus the holiday pay.

INCLEMENT WEATHER

Severe weather emergencies have the potential to impact and/or disrupt City operations. During such weather related emergencies, it is important to identify which employees are critical to the continuity of the City's operations. As such, employees may be classified as one of the following: Essential or Non-Essential personnel.

Snow Level Emergency:

- **LEVEL 1: All employees report to work. (unless the Mayor closes the building)**
- **LEVEL 2: All employees report to work. (unless the Mayor closes the building)**
- **LEVEL 3: Only Essential Employees are required to come to work.**
  (Mayor closes building for Level 3)

Essential employees who are required to report to work during a weather emergency shall not be entitled to receive paid administrative leave.

Essential vs Non-Essential Employees:

1. **Essential Employees**: Those employees who perform a service-critical activity and must be onsite to perform the work. This includes employees who work in departments/divisions that respond to emergency safety and care of the public. Essential employees are required to report to work, even if their residence is in a Level 3 snow area. Essential employees must carry their Essential Employee ID badge while operating a vehicle in Level 3 areas.

   All Full-Time and ¾ Full-Time Employees in the following departments are considered Essential Employees with the **exception** of support personnel:
   - Street Department
   - Storm Water Department
   - Water Department
   - Waste Water Department
   - Maintenance Department
   - Parks and Recreation Department

   All Full-Time and ¾ Full-Time Employees in the following department **including** support personnel are considered Essential Employees:
   - Police Department

2. **Non-Essential Employees**: This group includes employees whose job functions are not critical to maintaining City operations during severe weather events. The absence of Non-Essential employees due to severe weather will not disrupt essential services or public safety, allowing them to remain at home. Non-Essential employees will continue to receive compensation during this period, classified as Paid Administrative Leave.

Notification:

In the event that the Mayor closes the City office for non-essential employees, each Department Director, Supervisor &/or Manager shall be responsible for informing their employees of the closure.

Location of Residence:

If you live in a Level 3 snow area and the City office is open, you may remain at home, unless you are deemed an Essential Employee. You will continue to receive compensation during this period, classified as Paid Administrative Leave.

Reporting to Work/Compensation:

1. In the event that the City office remains open, employees attempting to arrive at work during inclement weather, or a weather emergency, will be given reasonable consideration in the event that they arrive late for work and the employee shall notify their Supervisor as soon as possible. Reasonable consideration will be granted for an arrival time of up to one hour late, during which, the employee will receive Paid Administrative Leave for that hour. If the employee arrives later than one hour, they will need to utilize their own leave time (Vacation, Sick, Comp, or Personal Time).

2. Employees who are unable to report to work shall notify their immediate Supervisor or Department Head.

    a) The employee may use accrued vacation, comp time or personal leave for the period of absence, subject to the approval of their supervisor or Department Head.

    b) If the employee does not have any accrued time, they must request a personal leave of absence without pay for the period of absence, subject to the approval of their supervisor or Department Head.

    c) Employees failing to report during inclement weather without notifying their supervisor or Department Head may be subject to discipline for being absent without leave.

3. Employees reporting for work as scheduled will be paid at their regular rate of pay for all hours actually worked.

4. Employees not scheduled to work, but who are called-in, shall be paid consistent with the Call-In Pay Policy for all hours worked.

5. If the City office closes while the employee is at work, due to a Level 3 emergency, the employee is required to leave early and shall be compensated for the remaining day as Paid Administrative Leave.

6. If the Level 3 emergency is lifted during the shift, after the employee has already been notified not to report to work, the employee will suffer no loss of pay for the entire shift.

7. Employees already on approved leave during the day of inclement weather, or weather emergency, shall remain on leave and not be eligible for any benefits provided by this policy.

EDUCATIONAL ASSISTANCE INCENTIVE PROGRAM (Unless covered under the collective bargaining agreement – See Contract)

All full-time non-bargaining unit employees are eligible to participate in the Educational Assistance Incentive Program of the City. Participation is voluntary and available to those who elect job-related self-development activities during non-working hours. All coursework must be taken in accordance with a Planned Program of Professional Improvement approved by the appointing authority in advance.

If an employee separates from the City within one year of receiving education reimbursement, they will be required to reimburse the City for the associated costs. The Auditor's Department will be responsible for monitoring the amount owed and ensuring that reimbursement is received.

SICK LEAVE (Unless covered under the collective bargaining agreement – See Contract)

Accumulation
Each employee shall be entitled for each completed eighty (80) hours of service to sick leave of four and six-tenths (4.6) hours of pay, and unused sick leave may be accumulated without limit. Previous accumulated sick leave of an employee who has separated from public service shall be re-credited if reemployment in public service takes place within ten (10) years of the last termination from public service and the employee provides proof of the prior leave balance. An employee who transfers from one public agency to another shall be credited with their balance of unused sick leave upon the showing of proof of sick leave from the employee's prior agency. Sick leave shall be at the employee's current rate of pay.

Sick Leave Use
Sick leave may be used by employees and upon approval of the City for absences due to the following:

1. Illness, injury, or pregnancy-related medical conditions of the employee.

2. Exposure of an employee to a contagious disease, which could be communicated to and jeopardize the health of other employees.

3. Examination of the employee, including medical, psychological, dental, or optical examination, by an appropriate licensed medical practitioner.

4. Death of a member of the employee's immediate family. Such usage shall be limited to reasonably necessary time, not to exceed three (3) days. The City may grant additional time off on a case-by-case basis.

5. Illness, injury, or pregnancy-related medical condition of a member of the employee's immediate family where the employee's presence is reasonably necessary for the health and welfare of the employee or affected family member.

6. Medical, dental or optical examinations or treatments of an employee or of a member of an employee's immediate family where the employee's care and attendance is reasonably required.

Elective cosmetic surgeries that are not medically necessary do not constitute an appropriate usage of sick leave. Other appropriate leaves of absence, such as vacation, may be requested for such purposes.

For purposes of sick leave, immediate family is defined as the following individuals that either live in your home or you are the primary person responsible for their care: grandparent; great-grandparents; brother; sister; brother-in-law; sister-in-law; daughter-in-law; son-in-law; father; mother; father-in-law; mother-in-law; spouse; child; step-child; step-parent**;** grandchild; legal guardian; or another person who stands in place of a parent.

Grandparent-in-law, aunts and uncles shall also be considered immediate family for bereavement leave purposes. Such usage shall be limited to reasonably required time, not to exceed one (1) day. The City may grant additional time off on a case-by-case basis not to exceed three (3) days.

Employee Notification

When an employee is unable to report to work due to illness or other acceptable sick leave reason, he shall notify his supervisor. An employee must continue such notification each succeeding day of absence except in cases of prolonged illness or absence where the employee has been granted a set period of leave. Failure of an employee to make

proper notification may result in denial of sick leave and/or appropriate disciplinary action. The City reserves the right to investigate any employee request for sick leave.

Written Statement
The City may require the employee to furnish a satisfactory signed statement to justify the use of sick leave. Proof of illness, such as a doctor's excuse, may be required when the City believes absence to be excessive, chronic, patterned, or abusive. A satisfactory licensed medical practitioner's certificate may be required at any time, but will generally be required in each case when an employee has been absent more than three (3) consecutive days. When a licensed medical practitioner's certificate is required, it must be submitted to the Human Resources Director before an employee will be permitted to return to work from leave. The licensed medical practitioner's certificate must be signed personally by the treating practitioner, and must verify that the employee was unable to work during the period in question, not simply that the employee was "under the doctor's care." For absences where a licensed medical practitioner's certificate is not required, the employee must submit a written statement to the Human Resources Director explaining the nature of the illness.

Sick Leave Abuse
Application by an employee for sick leave through fraud or dishonesty will result in denial of such leave together with disciplinary action up to and including dismissal. Patterns of sick leave usage immediately prior or subsequent to holidays, vacation, days off and/or weekends or excessive sick leave usage may result in sick leave denial and appropriate disciplinary action. The City reserves the right to investigate allegations of sick leave abuse. The City reserves the right to question employees concerning their sick leave use. Whenever an employee is on sick leave, he/she must be at home during his/her scheduled work hours or obtaining treatment or medication.

Uses of Other Leave
Other accumulated unused leaves may be used for sick leave purposes, at the discretion of the City. An employee who becomes sick while on vacation may apply to use sick leave time instead of vacation days for the illness.

Sick Leave
Employees hired after January 1, 1998, shall not have sick leave earned with another entity other than the City counted for purposes of sick leave conversion. Moreover, sick leave used by an employee of the City will be charged first against any sick leave earned as an employee of City, so that an employee may not first use up sick leave brought from another entity in order to save up the sick leave earned with City for cash-in.

Medical Information
The City will maintain employees' medical information in a separate medical file and will treat the information in a confidential manner. Employees who are concerned that their medical information is not being treated in a confidential manner should report such concerns to the Human Resources Director.

FAMILY MEDICAL LEAVE ACT ("FMLA")

Statement of Policy.
Eligible employees may request time off for family and/or medical leave of absence with job protection and no loss of accumulated service provided the employee meets the conditions outlined in this policy and returns to work in accordance with the Family and Medical Leave Act of 1993.

Definitions
As used in this policy, the following terms and phrases shall be defined as follows:

1. "Family and/or medical leave of absence": An approved absence available to eligible employees for up to twelve (12) weeks of unpaid leave per fixed 12-month FMLA calendar year under particular circumstances. Such leave may be taken only for the following qualifying events:

    a) Upon the birth of an employee's child and in order to care for the child.
    b) Upon the placement of a child with an employee for adoption or foster care.
    c) When an employee is needed to care for a family member who has a serious health condition.
    d) When an employee is unable to perform the functions of his position because of the employee's own serious health condition.
    e) Qualifying service member leave.

2. "Service Member Leave": The spouse, parent or child of a member of the U.S. military service is entitled to twelve (12) weeks of FMLA leave due to qualifying exigencies of the service member being on "covered active duty" or receiving a "call to covered active duty". In addition, a spouse, child, parent or next of kin (nearest blood relative) of a service member is entitled to up to twenty-six (26) weeks of leave within a "single twelve (12) month period" to care for a service member with a "serious injury or illness" sustained or aggravated while in the line of duty on active duty. The "single twelve (12) month period" for leave to care for a covered service member with a serious injury or illness begins on the first day the employee takes leave for this reason and ends twelve (12) months later, regardless of the twelve (12) month period established for other types of FMLA leave.

3. "Fixed 12-month FMLA calendar year": The fixed 12-month FMLA calendar year is designated from January 1 through December 31. Eligible employees may utilize up to 12-weeks of FMLA leave within this period per year subject to approval.

4. "Serious Health Condition": Any illness, injury, impairment, or physical or mental condition that involves:

   a) Inpatient care.
   b) Any period of incapacity of more than three (3) consecutive calendar days that also involves:
      i) Two or more treatments by a healthcare provider, the first of which must occur within seven (7) days of the first day of incapacity and both visits must be completed within thirty (30) days; or
      ii) Treatment by a healthcare provider on one occasion that results in a regimen of continuing treatment under the supervision of a healthcare provider.
   c) Any period of incapacity due to pregnancy or for prenatal care.
   d) A chronic serious health condition which requires at least two "periodic" visits for treatment to a healthcare provider per year and continues over an extended period. The condition may be periodic rather than continuing.
   e) Any period of incapacity which is permanent or long term and for which treatment may not be effective (i.e. terminal stages of a disease, Alzheimer's disease, etc.).
   f) Absence for restorative surgery after an accident/injury or for a condition that would likely result in an absence of more than three (3) days absent medical intervention. (i.e. chemotherapy, dialysis for kidney disease, etc.).

5. "Licensed Healthcare Provider": A doctor of medicine, a doctor of osteopathy, podiatrists, dentists, optometrists, psychiatrists, and others as specified by law.

6. "Family Member": Spouse, child, parent or a person who stands "*in loco parentis*" to the employee.

7. "Covered Service Member": means either:
   a) A current member of the Armed Forces, including a National Guard or Reserve Member, who is undergoing medical treatment, recuperation, or therapy, is in outpatient status, or is on the temporary disability retired list, for a serious injury or illness; or
   b) A covered veteran who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness and who was a member of the Armed Forces, including a National Guard or Reserves Member, at any time during

the five (5) years preceding the date the eligible employee takes FMLA leave to care for the covered veteran.

i) Note: An individual who was a member of the Armed Forces (including National Guard or Reserves) and who was discharged or released under conditions other than dishonorable prior to March 8, 2013, the period of October 28, 2009 and March 8, 2013, shall not count toward the determination of the five (5) year period for covered veteran status.

8. "Outpatient Status": The status of a member of the Armed Forces assigned to a military medical treatment facility as an outpatient or to a unit established for the purpose of providing command and control of members of the Armed Forces receiving outpatient medical care.

9. "Next Of Kin": The term "next of kin" used with respect to a service member means the nearest blood relative of that individual.

10. A "serious injury or illness", for purposes for the 26 week military caregiver leave means either:
    a) A current member of the Armed Forces, including a National Guard or Reserve Member, who is undergoing medical treatment, recuperation, or therapy, is in outpatient status, or is on the temporary disability retired list, for a serious injury or illness; or
    b) In the case of a covered veteran, means an injury or illness that was incurred by the member in the line of duty on active duty in the Armed Forces (or existed before the beginning of the member's active duty and was aggravated by service in the line of duty on active duty in the Armed Forces) and manifested itself before or after the member became a veteran, and is:
        i) a continuation of a serious injury or illness that was incurred or aggravated when the covered veteran was a member of the Armed Forces and rendered the service member unable to perform the duties of the service member's office, grade, rank, or rating; or
        ii) a physical or mental condition for which the covered veteran has received a U.S. Department of Veterans Affairs Service–Related Disability Rating (VASRD) of 50 percent or greater, and such VASRD rating is based, in whole or in part, on the condition precipitating the need for military caregiver leave; or
        iii) a physical or mental condition that substantially impairs the covered veteran's ability to secure or follow a substantially gainful occupation by reason of a disability or disabilities related to military service, or would do so absent treatment; or

iv) an injury, including a psychological injury, on the basis of which the covered veteran has been enrolled in the Department of Veterans Affairs Program of Comprehensive Assistance for Family Caregivers.

11. "Covered Active Duty" or "call to covered active duty":
    a) In the case of a member of a Regular Armed Forces means duty during the deployment of the member with the Armed Forces to a foreign country. (Active duty orders of a member of the Regular components of the Armed Forces generally specify if the member is deployed to a foreign country."
    b) In the case of a member of the Reserve components of the Armed Forces means duty during the deployment of the member with the Armed Forces to a foreign country under a Federal call or order to active duty in support of a contingency operation pursuant to specific sections of the U.S. Code, as outlined in 29 CFR § 825.126.

12. "Deployment to a foreign country" means deployment to areas outside of the United States, the District of Columbia, or any Territory or possession of the U.S., including international waters.

13. "Qualifying Exigency": (For purposes of the twelve (12)-week qualifying exigency leave) includes any of the following:
    a) Up to seven days of leave to deal with issues arising from a covered military member's short notice deployment, which is a deployment on seven (7) or fewer days' notice.
    b) Military events and related activities, such as official ceremonies, programs, or events sponsored by the military, or family support or assistance programs and informational briefings sponsored or promoted by the military, military service organizations, or the American Red Cross that are related to the active duty or call to active duty status of a covered military member.
    c) Qualifying childcare and school activities arising from the active duty or call to active duty status of a covered military member, such as arranging for alternative childcare, providing childcare on a non-routine, urgent, immediate need basis; enrolling or transferring a child to a new school; and attending certain school and daycare meetings if they are necessary due to circumstances arising from the active duty or call to active duty of the covered military member.
    d) Making or updating financial and legal arrangements to address a covered military member's absence, such as preparing powers of attorney, transferring bank account signature authority, or preparing a will or living trust.
    e) Attending counseling provided by someone other than a health care provider for oneself, the covered military member, or a child of the covered

military member, the need for which arises from the active duty or call to active duty status of the covered military member.

f) Rest and recuperation leave of up to fifteen (15) days to spend time with a military member who is on short-term, temporary, rest and recuperation leave during the period of deployment. This leave may be used for a period of fifteen (15) calendar days from the date the military member commences each instance of Rest and Recuperation leave.

g) Attending certain post-deployment activities within ninety (90) days of the termination of the covered military member's duty, such as arrival ceremonies, reintegration briefings, and any other official ceremony or program sponsored by the military, as well as addressing issues arising from the death of a covered military member.

h) Qualifying parental care for military member's biological, adoptive, step or foster father or mother, or any other individual who stood in loco parentis to the military member when the member was under 18 years of age, when the parent requires active assistance or supervision to provide daily self- care in three or more of the activities of daily living, as described in 29 C.F.R. § 825.126, and the need arises out of the military member's covered active duty or call to covered active duty status.

i) Any qualifying exigency which arose out of the covered military member's covered active duty or call to covered active duty status.

Short-Term and Long-Term Disability

~~To be eligible to apply for short-term or long-term disability benefits, employees must first exhaust all accrued sick leave, sick transferred leave, comp time and vacation leave. Sick and vacation time will not accrue during the period of short-term or long-term disability. Additionally, employees on short-term or long-term disability leave will not be compensated for holidays.~~

Employees approved for Short-Term or Long-Term disability are solely administered by the life insurance provider in accordance with plan terms, and approval or denial decisions are made by the provider, not the City of Reynoldsburg. Employees approved for Short-Term disability or Long-Term disability may take disability leave upon approval from the life insurance provider without being required to exhaust accrued sick leave, vacation leave, or other paid time off.

While an employee is on an approved disability leave:

- Employees will be compensated in accordance with our agreement with the life insurance provider.
- Employees on disability leave will not be compensated for holidays nor will they be eligible to accrue sick or vacation time.
- Disability leave shall run concurrently with Family Medical Leave Act (FMLA) and be counted against the amount of FMLA leave available.

Leave Entitlement
To be eligible for leave under this policy, an employee must meet all of the following conditions:

1. Worked for the agency for at least twelve (12) non-consecutive months, or fifty-two (52) weeks.

2. Actually worked at least one thousand two hundred fifty (1,250) hours during the twelve (12) month period immediately prior to the date when the FMLA leave is scheduled to begin.

3. Work at a location where the Employer employs fifty (50) or more employees within a seventy-five (75) mile radius.

Spouses who are both employed by the agency are jointly entitled to a combined leave total of twelve (12) weeks (rather than twelve (12) weeks each) for the birth of a child, upon the placement of a child with the employees for adoption or foster care, and for the care of certain family members with serious health conditions.

Use of Leave

The provisions of this policy shall apply to all family and medical leaves of absence as follows:

1. Generally: An employee is only entitled to take off a total of twelve (12) weeks of leave per year under the FMLA. As such, employees will be required to utilize their accumulated unused paid leave (sick, vacation, etc.) in conjunction with their accumulated unused unpaid Family Medical Leave. Employees will be required to use the type of accumulated paid leave that best fits the reason for taking leave and must comply with all procedures for requesting that type of leave as stated in the relevant policy. Any time off that may legally be counted against an employee's twelve (12) week FMLA entitlement will be counted against such time.

2. Birth of An Employee's Child: An employee who takes leave for the birth of his or her child must first use all available accrued paid vacation leave prior to using unpaid leave for the remainder of the twelve (12) week period. However, if the employee requests leave for the employee's own serious health condition as a result of the pregnancy or post-partum recovery period, the employee will be required to exhaust all of her sick leave prior to using unpaid leave for the remainder of the twelve (12) week period. *(Note: See section E below for information on disability leaves.)*

3. Placement of a Child for Adoption or Foster Care: An employee who takes leave for the placement of a child for adoption or foster care must first use all available accrued paid vacation leave prior to using unpaid leave for the remainder of the twelve (12) week period.

4. Employee's Serious Health Condition or Family Member's Serious Health Condition: An employee who takes leave because of his serious health condition or the serious health condition of his family member must use all available accrued paid sick and vacation leave prior to using unpaid leave for the remainder of the twelve (12) week period.

FMLA and Disability/Workers' Compensation
An employee who is eligible for FMLA leave because of his own serious health condition may also be eligible for workers' compensation if the condition is the result of workplace accident or injury. Regardless of whether the employee is using worker's compensation benefits, the Employer may designate the absence as FMLA leave, and count it against the employee's twelve (12) week FMLA entitlement if the injury or illness constitutes a serious health condition under the FMLA. In addition, as these may be compensated absences, if the employee participates in the worker's compensation program, the employee is not eligible to use paid leave of any type (except as supplemental benefits, if applicable and requested by the employee), nor can the employer require him to do so, while the employee is receiving compensation from such a program.

Procedures For Requesting FMLA Leave
Requests for FMLA leave must be submitted in writing at least thirty (30) days prior to taking leave or as soon as practicable prior to the commencement of the leave. If the employee fails to provide thirty (30) days' notices for foreseeable leave with no reasonable excuse for the delay, the leave may be denied until at least thirty (30) days from the date the employer receives notice. The employee must follow the regular reporting procedures for each absence.

FMLA requests must be submitted on a standard leave form prescribed by the Employer. The Employer will determine whether the leave qualifies as FMLA leave, designate any leave that counts against the employee's twelve (12) week entitlement, and notify the employee that the leave has been so designated.

When an employee needs foreseeable FMLA leave, the employee shall make a reasonable effort to schedule the treatment so as not to unreasonably interfere with the Employer's operations.

Certification of Need for FMLA Leave for Serious Health Condition
An employee requesting FMLA leave due to his family member's serious health condition must provide a doctor's certification of the serious health condition, which must designate that the employee's presence is reasonably necessary. Such certification shall be submitted at the time FMLA leave is requested, or if the need for leave is not foreseeable, as soon as practicable. An employee requesting FMLA leave due to the birth or placement of a child must submit appropriate documentation at the time FMLA leave is requested.

The Employer, at its discretion, may require the employee to sign a release of information so that a representative other than the employee's immediate supervisor can contact the medical provider. If the medical certification is incomplete or insufficient, the employee will be notified of the deficiency and will have seven (7) calendar days to cure the deficiency.

The Employer may require a second medical opinion prior to granting FMLA leave. Such opinion shall be rendered by a health care provider designated or approved by the Employer. If a second medical opinion is requested, the cost of obtaining such opinion shall be paid for by the Employer. If the first and second opinions differ, the Employer, at its own expense, may require the binding opinion of a third health care provider approved jointly by the Employer and the employee. Failure or refusal of the employee to submit to or cooperate in obtaining either the second or third opinions, if requested, shall result in the denial of the FMLA leave request.

Employees who request and are granted FMLA leave due to serious health conditions may be required to provide the Employer periodic written reports assessing the continued qualification for FMLA leave. Further, the Employer may request additional reports if the circumstances described in the previous certification have changed significantly (duration or frequency of absences, the severity of the condition, complications, etc.), or if the employer receives information that casts doubt on the employee's stated reason for the absence. The employee must provide the requested additional reports to the Employer within fifteen (15) days.

Certification for leave taken because of a qualifying exigency

The Employer may request that an employee provide a copy of the military member's active duty orders to support the request for qualifying exigency leave. Such certification for qualifying exigency leave must be supported by a certification containing the following information: statement or description of appropriate facts regarding the qualifying exigency for which leave is needed; approximate date on which the qualifying exigency commenced or will commence; beginning and end dates for leave to be taken for a single continuous period of time; an estimate of the frequency and duration of the qualifying exigency if leave is needed on a reduced scheduled basis or intermittently; appropriate contact information for the third party if the qualifying exigency requires meeting with a third party and a description of the meeting; and, if the qualifying exigency involves Rest and Recuperation leave, a copy of the military member's Rest and Recuperation orders, or other documentation issued by the military which indicates the military member has been granted Rest and Recuperation leave, and the dates of the military member's Rest and Recuperation leave.

Intermittent/Reduced Schedule Leave
When medically necessary, an employee may take FMLA leave on an intermittent or reduced work schedule basis for a serious health condition. An employee may not take leave on an intermittent or reduced schedule basis for either the birth of the employee's child or upon the placement of a child for adoption or foster care with the employee unless specifically authorized in writing by the Appointing Authority. Requests for intermittent or reduced schedule FMLA leave must be submitted in writing at least thirty (30) days prior to taking leave, or, as soon as practicable.

To be entitled to intermittent leave, the employee must, at the time such leave is requested, submit additional certification as prescribed by the Employer establishing the medical necessity for such leave. This shall be in addition to the documentation certifying the condition as FMLA qualifying. The additional certification shall include the dates and the duration of treatment, if any, the expected duration of the intermittent or reduced schedule leave, and a statement from the health care provider describing the facts supporting the medical necessity for taking FMLA leave on an intermittent or reduced schedule basis. In addition, an employee requesting foreseeable intermittent or reduced schedule FMLA leave may be required to meet with the Appointing Authority or designee to discuss the intermittent or reduced schedule leave.

An employee who requests and is granted FMLA leave on an intermittent or reduced schedule basis may be temporarily transferred to an available alternative position with equivalent class, pay, and benefits if the alternative position would better accommodate the intermittent or reduced schedule. An employee who requests intermittent or reduced schedule leave due to foreseeable medical treatment shall make a reasonable effort to schedule the treatment so as not to unduly disrupt the Employer's operations.

Employee Benefits
Except as provided below, while an employee is on FMLA leave, the Employer will continue to pay its portion of premiums for any life, medical, and dental insurance benefits under the same terms and conditions as if the employee had continued to work throughout the leave. The employee continues to be responsible for the payment of any contribution amounts he would have been required to pay had he not taken the leave, regardless of whether the employee is using paid or unpaid FMLA leave. Employee contributions are subject to any change in rates that occurs while the employee is on leave.

The Employer will not continue to pay the Employer portion of premiums for any life, medical, and dental insurance benefits if, while the employee is on FMLA leave, the employee fails to pay the employee's portion of such premiums or if the employee's payment for his portion of the premium is late by more than thirty (30) days. If the

employee chooses not to continue health care coverage during FMLA leave, the employee will be entitled to reinstatement into the benefit plan upon return to work.

If the employee chooses not to return to work for reasons other than a continued serious health condition or circumstances beyond the employee's control, the Employer may seek reimbursement from the employee for any amounts paid by the Employer for insurance benefits the employee received through the Employer during any period of unpaid FMLA leave. Leave balances accrued by an employee prior to taking FMLA leave and not used by the employee as outlined in the section entitled "Use of Leave" will be retained by the employee.

FMLA leave, whether paid or unpaid, will not constitute a break in service. Upon the completion of unpaid FMLA leave and return to service, the employee will return to the same level of service credit as the employee held immediately prior to the commencement of FMLA leave. In addition, FMLA leave will be treated as continuous service for the purpose of calculating benefits, which are based on length of service. However, specific leaves times (i.e. sick, vacation, and personal leave and holidays) will not accrue during any period of unpaid FMLA leave.

Reinstatement
An employee on FMLA leave must give the Employer at least two-business days' notice of his intent to return to work, regardless of the employee's anticipated date of return. Employees who take leave under this policy will be reinstated to the same or a similar position upon return from leave except that if the position that the employee occupied prior to taking FMLA leave is not available, the employee will be placed in a position which entails substantially equivalent levels of skill, effort, responsibility, and authority and which carries equivalent status, pay, benefits, and other terms and conditions of employment as the position the employee occupied prior to taking FMLA leave. The determination as to whether a position is an "equivalent position" will be made by the Employer.

An employee will not be laid off as a result of exercising her right to FMLA leave. However, the Employer will not reinstate an employee who has taken FMLA leave if, as a result of a layoff within the agency, the employee would not otherwise be employed at the time reinstatement is requested. An employee on FMLA leave has no greater or lesser right to reinstatement or to other benefits and conditions of employment than if the employee had been continuously employed during her FMLA leave.

Prior to reinstatement, employees who take FMLA leave based on their own serious health condition shall provide certification from the employee's health care provider that the employee is able to perform the essential functions of his position, with or without reasonable accommodation.

Records
All records relative to FMLA leave will be maintained by the Employer as required by law. Any medical records accompanying FMLA leave requests will be kept separate from an employee's regular personnel file. To the extent permitted by law, medical records related to FMLA leave shall be kept confidential. Records and documents created for purposes of FMLA containing family medical history or genetic information as defined by the Genetic Information Nondiscrimination Act of 2008 (GINA) shall be maintained in accordance with the confidentiality requirements of Title II of GINA, which permit such information to be disclosed consistent with the requirements of FMLA.

Chapter 160.13 addresses Paid Parental Leave.

INJURY LEAVE (Unless covered under the collective bargaining agreement – See Contract)

Injury leave shall be paid, if authorized by the Appointing Authority, or designee, to any full-time employee, who suffers an incapacitating injury while on-the-job in service to the City.

Such injury may include exposure of the employee to a contagious disease which could be communicated to and jeopardize the health of other employees, if such exposure and jeopardy is certified by a physician.

Injury leave shall be paid at the employee's current rate of pay, and be limited to a total of not more than 1040 hours per occurrence. Injury leave compensation paid to an employee from other sources will be deducted from injury leave compensation paid by the City to the employee. Compensation from other sources includes, but is not limited to Workers' Compensation.

To qualify for injury leave, it must be established conclusively, that the injury was sustained in the line of duty, and did not result from misconduct on the part of the employee or self-infliction nor was proximately caused by the use of alcohol, a non-prescribed controlled substance, or a prescribed controlled substance that had not been approved by the City. It shall be the obligation of the employee to report said injury immediately to his/her supervisor and to receive necessary medical treatment.

The Employee shall present to the Appointing Authority, or designee, a certificate from the attending medical practitioner stating the nature of the injury and the prognosis and return to work status at the earliest time permitted by his/her attending physician.

After the employee has been given permission to return to work, any subsequent absence shall be considered sick leave consistent with this manual, unless it is established conclusively that the injury qualifies for injury leave.

The Appointing Authority, or designee, may obtain an additional opinion from a licensed physician in order to substantiate the nature of the injury, and/or to establish conclusively that the injury qualifies for injury leave. Should this additional opinion be necessary, it shall be paid for by the City.

Upon expiration of injury leave, an employee may use sick leave.

LEAVE DONATION (Unless covered under the collective bargaining agreement – See Contract)

Full-Time Permanent, and Part-time Permanent non-union employees of the City may donate paid leave to a Full-Time Permanent, or Part-time Permanent non-union City employee in order to assist the co-worker in critical need of leave due to the employee's serious illness or injury.

A serious illness or injury for the purposes of this policy is defined as a serious illness or injury that is expected to incapacitate the City employee for an extended period of time, exhaust the employee's leave balances, and that qualifies as a disability under the City's Disability Program or Workers' Compensation. Leave donation also requires that the employee will be taking an extended time off from work which will create a financial hardship for the employee because they have exhausted all leave balance.

To donate leave
Qualifying employees may donate leave if the donating employee:

1. voluntarily elects to donate leave and does so with the understanding that donated leave will not be returned (leave donated but unused will be returned on a prorated basis to all employees who donated leave);

2. donates a minimum of eight (8) hours;

3. retains a combined leave balance of at least 120 hours for full-time permanent and 60 hours for part-time permanent employees (leave shall be donated in the same manner in which it would otherwise be used, except that compensatory time is not eligible for donation under Fair Labor Standards Act restrictions); and
4. does not donate more than 200 hours in one (1) calendar year.

5. Qualifying employees who wish to donate leave must agree to the above conditions and complete the Donor Application Form. The Donor Application Form can be obtained in the Human Resources Department and must be returned there.

The donation of leave shall occur on a strictly volunteer basis. The City shall respect an employee's right to privacy, however, with the permission of the employee who is in need of leave, the Human Resources Director may inform co-workers of the employee's critical need for leave.

To Receive Donated Leave

An employee may receive donated leave, up to the number of hours the employee is scheduled to work each pay period, if the employee who is to receive donated leave:

1. has a serious illness or injury as previously defined, and provides written documentation from his or her physician certifying the serious illness or injury.

2. has no accrued leave.

3. has applied for any paid leave, workers' compensation, or disability benefits program for which the employee is eligible (an employee who has applied for these programs may use donated leave to satisfy the waiting period for such benefits).

4. After the waiting period, qualified employees may donate leave to supplement up to 40% of the employee's normal pay, if the employee is on disability. There would be no waiting period for qualified part-time permanent employees who do not receive disability. The employee may NOT receive more than he or she would have earned in a normal pay period from disability and leave donation or based on the normal hours scheduled to work less applicable deductions.

5. The Request for Leave Donation Form can be obtained in the Human Resources Department and must be returned there.

6. The employee may only receive donated leave for a maximum of one year.

The leave donation program shall be administered on a pay-period-by-pay-period basis. Employees using donated leave shall be considered on active pay status, and shall accrue leave and be entitled to any benefits to which they would otherwise be entitled.

Upon approval of donated leave, employees may contribute hours from sick leave, vacation leave, and personal days. The minimum total donation must be at least eight (8) hours. Leave accrued by an employee while using donated leave shall be used, if necessary, in the following pay period before additional donated leave may be received.

Donated leave shall not count toward the probationary period of an employee if received during his or her probationary period.

Donated leave shall be considered sick leave, but shall NEVER be converted into a cash benefit.

Eligibility to receive donated leave under this policy shall cease upon:

1. certification from the employee's physician that he or she is capable of engaging in sustained regular employment; or

2. an employee's application for retirement is approved;

3. death of the employee, whichever should first occur;

4. exhaustion of available leave in the leave bank.

CIVIC DUTY LEAVE (Unless covered under the collective bargaining agreement – See Contract)

Jury Duty
Employees will be excused from regularly scheduled work for jury duty. If an employee's jury duty is concluded prior to the completion of the employee's regularly scheduled workday, he must return to work for the remainder of the workday. The City will compensate an employee who is called to, and reports for, panel and/or jury duty, at the employee's straight-time hourly rate for the hours he was scheduled on that day. The employee must give the City prior notice of jury duty.

Work-Related Proceedings
Employees who are required by the City to appear in court or other proceeding on behalf of the City, will be paid at their appropriate rate of pay for hours actually worked. Employees must obtain prior approval from their supervisor before appearing in court or administrative proceedings on behalf of the City. Employees who receive a subpoena for work-related matters and have a concern regarding that subpoena should seek assistance from their supervisor, who may then contact the Prosecuting Attorney's Office.

Personal Matters
Employees who are required to appear in court on personal matters, or on matters unrelated to their employment with the City, must seek an approved vacation leave or unpaid leave of absence.

VACATION LEAVE

Vacation Leave Accrual

Effective July 1, 2018 Full-time non-bargaining unit City employees shall be entitled to use vacation after completion of six months of public employment with the City. Vacation time is credited each bi-weekly pay period at rates as established below. An employee who is not in active pay status for part of a bi-weekly pay period shall earn a pro-rated amount of vacation leave for that period.

Each full-time non-bargaining unit employee will accrue vacation leave with full pay in accordance with the following schedule:

Length of Service	Hours Earned Each Biweekly Pay
0 – 4 years	3.08 hours
5 – 10 years	4.62 hours
11 – 14 years	6.16 hours
15 plus years	7.70 hours

Effective January 1, 2022 any permanent part-time non-bargaining unit employee working 20 or more per week will begin earning vacation accruals based upon their total years of public service. For permanent half-time the accruals will be as follows:

Length of Service	Hours Earned Each Biweekly Pay
0-4 years	1.54 hours
5-10 years	2.31 hours
11-14 years	3.08 hours
15 plus years	3.85 hours

For permanent three-quarter non-bargaining unit employee accruals will be as follows:

Completed Years of Service	Hours Earned Biweekly Pay
0-4 years	2.31
5-10 years	3.47
11-14 years	4.62
15 plus	5.78

Vacation leave will accrue during periods of authorized paid leaves of absence but will not accrue while an employee's is on unpaid leave status.

In accordance with O.R.C. § 9.44, employees may be entitled to prior service credit for time spent with the State of Ohio or any political subdivision of the State. It is the employee's responsibility to provide necessary documentation of prior service.

The City will recognize prior service credit for employment with an Ohio agency that contributed to OPERS (Ohio Public Employee Retirement System), STRS (School Teachers Retirement System of Ohio), SERS (School Employees Retirement System of Ohio), OP&F (Ohio Police and Fire Pension Fund), or HPRS (State Highway Patrol Retirement System). The City also recognizes prior service credit from Ohio Cities/government agencies that may contribute to their own retirement plan (i.e. City of Cincinnati). Part-time, seasonal, and intern service will be prorated when calculating eligible prior service credit.

Vacation Leave Use

Vacation may only be used with the prior approval of the Appointing Authority, or designee.

An employee may only accumulate vacation leave up to a maximum of two hundred and forty (240) hours. When this balance of 240 hours is reached, the employee shall accrue no further vacation.

The City may revoke vacation leave that has been approved if required by operational reasons.

Vacation Conversion

Non-bargaining unit employees can cash-out up to 40-hours of unused vacation time during Pay Period 11 and up to 40-hours of unused vacation time during Pay Period 24. To be eligible, non-bargaining unit employees must have at least 80-hours remaining after cashing out during Pay Period 11 and at least 80-hours remaining after cashing out during Pay Period 24.

FUNERAL LEAVE (Unless covered under collective bargaining agreement – See Contract)

Each full-time employee shall be granted a paid leave not to exceed three (3) working days upon a death in the employee's immediate family. Immediate family is for the purpose of Funeral Leave is defined as: grandparent; great-grandparents; brother; sister; brother-in-law; sister-in-law; daughter-in-law; son-in-law; father; mother; father-in-law; mother-in-law; spouse; child; step-child; step-parent; grandchild; grandparent-in-law, aunts and uncles; legal guardian; or another person who stands in place of a parent.

It is recognized that situations may develop where a death other than in the employee's immediate family warrants the City granting paid leave. The Appointing Authority may grant such paid leave depending on the specific circumstances of each case.

Funeral leave may be used to attend the funeral, make funeral arrangements, or attend to other matters directly related to the funeral.

Permanent Part-Time Employees
Employee would be paid the hours the employee was scheduled to work during the leave; if the employee was not scheduled to work during the leave, then payment would not be paid. Such time shall not exceed three (3) days.

MILITARY LEAVE (Unless covered under the collective bargaining agreement – See Contract)

Military leave is governed by O.R.C. Chapters 5903, 5906 and 5923 and the Uniformed Services Employment and Reemployment Rights Act (USERRA).

Paid Military Leave
Non – bargaining unit must refer to current contract language. All non-bargaining unit City employees who are members of the Ohio organized militia or members of other reserve components of the armed forces, including the Ohio National Guard, are entitled to military leave. Employees requesting military leave must submit a written request to the City as soon as they become aware of such orders. Employees must provide the published order or a written statement from the appropriate military authority with the request for leave.

Pursuant to O.R.C. § 5923.05, employees are authorized up to twenty-two (22) eight (8)-hour working days or one hundred seventy-six (176) hours within a year. During this period, employees are entitled to receive their regular pay in addition to compensation from military pay. Any employee required to be serving military duty in excess of twenty-two (22) days or 176 hours in a year due to an executive order issued by the President of the United States or an act of Congress or by the Governor in accordance with law shall be entitled to a leave of absence. During this leave of absence, employees are entitled to be paid a monthly amount equal to the lesser of (1) the difference between the employee's gross monthly wage and his/her gross monthly uniformed pay and allowances received for the month, or (2) five hundred dollars ($500). No employee is entitled to receive this benefit if the amount of gross military pay and benefits exceed the employee's gross wages from the City for that period.

Employees who are on military leave in excess of twenty-two (22) days or one hundred seventy-six (176) hours in a year, may use their accrued vacation leave, personal leave or compensatory time while on military leave. Employees who elect this option shall accrue vacation leave and sick leave while on such paid leave.

For military leave up to twenty-two (22) days or one hundred seventy-six (176) hours in a calendar year, employees shall continue to be entitled to health insurance benefits as if they are working. These benefits shall continue beyond this period if the employee is on military leave and elects to utilize paid leave. Employees who exceed the twenty-two (22) days or one hundred seventy-six (176) hours and do not elect to utilize paid leave are not entitled to the health insurance benefits on the same basis as if they are working. In these circumstances, employees will be provided notice of their rights to continue this coverage at their cost in accordance with applicable law.

Also see Family and Medical Leave Act Policy

Unpaid Leave (Unless covered under the collective bargaining agreement – See Contract)

Employees may request an unpaid leave of absence for professional, educational, or other personal reasons. The Appointing Authority, or designee, has sole discretion to grant or deny the leave. A personal leave of absence may be granted for one day to six months for any reason the Appointing Authority, or designee, deems appropriate. Upon completion of approved unpaid leave, the employee will be returned to his former position or to a similar position within the same classification.

While on leave without pay status, an employee shall not accumulate paid leave or holiday pay. An employee on a non-FMLA unpaid leave of absence will be given COBRA notification regarding his health insurance benefits.

The Appointing Authority, or designee, may revoke an unpaid leave of absence for business reasons upon one week's written notice to the employee that he must return to work. An employee on an unpaid leave of absence who is determined to be using the leave for purposes other than for which the leave was granted may be ordered to return to work immediately.

HOLIDAYS (Unless covered under the collective bargaining agreement – See Contract)

The following days shall be considered legal holidays. Employees scheduled for 10-hour workdays or a 30-hour workweek are required to adjust their schedules during holiday weeks. Employees working 10-hour days are required to modify their schedules to five 8-hour days during the holiday week with 8-hours compensated for the holiday, and those working a 30-hour week are required to modify their schedules to five 6-hour days during the holiday week with 6-hours compensated for the holiday. Part-time employees, defined as those working 29 hours or fewer per week, will receive 4-hours of holiday pay.

a. New Year's Day (January 1)

b. Martin Luther King, Jr. Day (third Monday in January)

c. Presidents Day (third Monday in February)

d. Memorial Day (last Monday in May)

e. Juneteenth (June 19)

f. Independence Day (July 4)

g. Labor Day (first Monday in September)

h Veterans Day (November 11)

i Thanksgiving Day (fourth Thursday in November)

j. Day after Thanksgiving

k. Day before Christmas Day

l. Christmas Day (December 25)

m. Day before New Year's Day

n. Personal day

o. Any day or part of any day as proclaimed by the Mayor

Employees may use personal days only with prior approval of the Appointing Authority or appropriate designee. All bargaining unit employees should refer to their applicable collective bargaining agreement for holiday scheduling.

If any day designated in this section as a legal holiday falls on Saturday or Sunday, then either the Friday preceding or the Monday succeeding either day will be designated by the Mayor as a legal holiday.

If an employee is on unpaid leave, the employee is not entitled to holiday pay.

Employees shall not be required to work on holidays unless failure to work would impair City service.

Any employee required to work on a holiday listed in this section shall be paid at the applicable overtime hourly rate for all hours worked on the holiday, in addition to the employee's standard workday hours at the straight-time rate. During the week of a holiday standard workday hours for employees on the 10-hour workday schedule will revert to a standard 8-hour workday or those on the 30-hour workweek schedule will revert to a standard 6-hour workday.

Employees called in on a holiday because of an emergency, will be compensated at the rate describe under Emergency Holiday Call-in Pay

If a holiday falls on an employee's scheduled day off, the employee shall be entitled to additional hours of pay based upon the employee's standard workday hours pay at the straight-time rate.

If a holiday occurs when an employee is on paid leave, the employee will be entitled to the employee's standard workday hours holiday pay at the straight-time rate. No charge will be made against the leave accumulation

WORKERS' COMPENSATION

State law provides that all employees are covered by Workers' Compensation for injuries that arise out of or in the course of employment.
Injuries that occur in the course of employment must be reported in accordance with company procedures.

If an employee is injured while on duty, they are required to complete all forms included in the Injury Packet and bring them to the medical facility for the attending physician to complete their section. Injury Packets are available through the Human Resources Department. If you are unable to access an Injury Packet, please request one from your Supervisor. All completed forms must be submitted to Human Resources within 24 to 48 hours.

In the event of an injury, even if the employee chooses not to seek medical treatment, they must still complete the First Report of Injury (FROI) form included in the Injury Packet and submit it to Human Resources within 24 to 48 hours.
If the injured employee must leave work prior to completing their workday due to their injury, the employee shall be compensated at their regular rate of pay for the remaining hours of their shift.

An injured employee will automatically be placed on FMLA/Injury Leave or, if or when the injured employee exhausts their FMLA, the employee will, at that time, utilize only Injury Leave for their time off. Human Resources will advise if the employee has FMLA hours remaining. The employee may take time off for medical appointments, physical therapy, and/or other medical reasons due to their injury. The injured employee is responsible for notifying the individual who manages their timesheet if they will be taking time off due to their injury or if they are taking a standard sick day, ensuring accuracy of timesheet codes.

In the event of serious injury, the injured employee's supervisor shall notify the department/division head and Appointing Authority immediately so that, if necessary, an investigation may be initiated.

The department/division head must be advised and continually updated if an employee continues to be absent due to a work-related injury. Employees are responsible for providing their expected date of return to work (if known).

TRANSITIONAL WORK PROGRAM (Unless covered under the collective bargaining agreement – See Contract)

It is the policy of the City to have a program that will allow employees who have temporary work limitations due to an accident, injury, or illness to return to work while they complete their recovery. The program will provide a suitable, temporary work assignment during the period of time that the employee completes the recovery process.

Full-time, non-union employees who are expected to have a temporary period of job performance limitation (defined as a limitation that is anticipated to last no more than 90 days) will be considered for participation in the program. Employees must also meet all of the following criteria:

1. have an injury, accident, or illness, or a reoccurrence or exacerbation of a preexisting condition, occurring on or after the effective date of this policy;

2. have been released for participation in the program by their doctor; and

3. have the potential of returning to their original job and performing the essential job functions through recovery or job modification.

All full-time employees will have a maximum duration of 90 days. Continuation of individual programs will require ongoing documentation of medical necessity. All participants will have their cases reviewed by the Human Resources Director on an as-needed basis.

The employee will be:

1. paid at his or her regular hourly rate of pay while participating in a transitional work program; and

2. considered to be in active pay status for the purpose of legislative pay increases.

Employees who are required to attend occupational or physical therapy or doctor appointments should schedule those appointments on non-working hours or take sick leave.

Gradual Return to Work

Employees who are capable of working 20 hours per week or more will be granted participation in a gradual return to work program. The City will pay the regular rate of pay for hours worked by the employee. The remaining time will be paid through either Workers' Compensation, disability claim, or available leave balances.

Temporary Work Assignment

Work assignments may include the following:

1. original work assignment and shift with duty modification;

2. same work activity at different location and/or shift;

3. different work activity, same shift; and

4. different work activity and shift.

All participants in the transitional work program will comply with all personnel policies, procedures, and safe work practices. Employees are required to follow all injury report policies and procedures.

The TWP may be terminated due to a lack of medical necessity, lack of progress, or change in the employee's medical/psychological condition.

CREDIT CARD FLEET

Generally: Credit/fleet cards are not intended to avoid or bypass the competitive bid requirements, appropriation of funds, approval process, or payment process. The City Auditor will assign a Compliance Officer from his/her staff. Expenditures may not exceed appropriations under any circumstances. Credit cards can be used for in-store purchases as well as mail, email, internet, telephone and fax orders. Fleet cards are to be used for gas purchases only. Credit/fleet cards are not an ATM card or a debit card. It cannot be used for cash withdrawals nor personal or non-work related purchases. If there are points for purchase related to the card, the points are the property of the City and should not be used for any personal redemption.

1. Credit/Fleet card issued to Department heads and other employees with prior approval from the City Auditor.

2. This policy is for any credit and or fleet card issued to conduct business on behalf of the City.

3. All credit cards issued for City business must have "City of Reynoldsburg" on the

card.

Cardholder Responsibilities

1. A cardholder who has been approved to pay for certain work-related expenses with a credit card. The cardholder is responsible for the security and physical custody of the card and is accountable for all transactions made with the card. If a card is lost or stolen, it must be reported to the Auditor's office and Department head immediately.

2. Every purchase must have a detailed itemized receipt.

3. All receipts and documentation must be submitted with the purchase order for payment of the credit/fleet card statement.

4. Employees knowingly misusing a City credit card will be liable both civilly and criminally for any unauthorized use of the City credit cards and/or failure to follow established policy.

5. Unauthorized use or personal use must be reimbursed to the city within 24 hours of the charge. Continued misuse of card will result in loss of credit card privileges and disciplinary action.

Each employee issued a credit/fleet card will be required to sign an acknowledgment of the policy at the time of receipt of the card.

TRAVEL POLICY AND REIMBURSEMENT

Effect August 1, 2018, Employees of the City are to receive reimbursement for expenses incurred if required to travel on official City business. Employees are eligible for expense reimbursement only when travel has been authorized in writing by the Employer. Expenses shall be reimbursed in the following manner:

1. Mileage, Parking and Tolls

    a. Employees shall attempt to secure a City vehicle to attend authorized training or to conduct City business. If a City vehicle is not available, employees shall be reimbursed for actual miles, while on official City business, at the standard rate of allowance permitted by the Internal Revenue Service when using a personal vehicle. Such payment is considered to be total reimbursement for all

vehicle-related expenses (e.g., gas, oil, depreciation, etc.). Mileage reimbursement is payable to only the individual whose personal vehicle is used when two or more employees travel on the same trip, in the same vehicle.

b. Charges incurred for parking at the destination, and any highway tolls are reimbursable at the actual amount. Receipts for parking costs and highway tolls are required.

c. No expense reimbursements are paid for travel between home and office, unless travel between home and the official destination is less than between the office and official destination. In that case, expense reimbursements are paid between the home and the official destination.

2. Overnight Travel

When able, employees shall attempt to put travel expenses (lodging, transportation, meals, etc.) on a City credit card. In instances where this is not possible, the following policy shall apply:

a. Meals

I. An employee shall be entitled to receive reimbursement for meals when traveling overnight on City business. The amount will be paid for meals that are not already included in the registration and/or lodging accommodations regardless if the employee chooses to attend the meal. Agendas and Hotel Registration must accompany the request for travel.

II. Employees will be reimbursed for expenses using per diem amounts in accordance with the Federal Continental United States (CONUS) which identify per diem rates by geographic location. If the employee's destination is not specifically listed, the standard CONUS rate applies. Under no circumstances will reimbursement be given for alcohol purchases. No receipts are required when receiving reimbursement under the per diem method.

b. Lodging

I. Expenses covering the actual cost of overnight lodging will be reimbursed in full when an employee travels out of the three (3) counties that Reynoldsburg is located in, on official City business and

such travel requires an overnight stay (75 miles or greater from City offices). Employees shall ensure a government rate is secured when available and state sales tax is not included.

II. Lodging expenses will be reimbursed only with the prior written authorization of the Employer. In obtaining prior authorization, employees shall provide the name of the hotel and expected cost.

c. Transportation

I. Employees traveling within a drivable distance on official City business shall be reimbursed at IRS rate for mileage reimbursement.

II. When travel by air or other carrier is necessary, employees shall secure the best available rate. Employees shall not use personal reward programs, frequent flyer memberships, hotel points/rewards, etc. to earn rewards when traveling on official City business.

III. In instances where a rental car is necessary, reimbursement will be granted for a car type that is reasonable for the location, number of travelers, etc. Reimbursement will not be granted for luxury vehicles or rentals deemed unnecessary at the discretion of the Employer. Any tickets, parking or moving violations will not be paid by the City.

d. Incidental Expenses

I. Employees will be reimbursed for reasonable incidental expenses defined as fees and tips (not to exceed 20%) given to porters, baggage carriers, hotel staff and staff on ships.

3. Daily Travel

For travel that does not require an overnight stay, reasonable expenses incurred for parking (with receipt) and IRS mileage rate on official City business will be reimbursed with the approval of the Employer.

COMPUTER USE

Email

Policy Overview

Electronic mail ("Email") is pervasively used in almost all industry verticals and is often the primary communication and awareness method within an organization. At the same time, misuse of Email can post many legal, privacy and security risks, thus it is important for users to understand the appropriate use of electronic communications.

The purpose of this Email policy is to ensure the proper use of the City of Reynoldsburg Email system and make users aware of what City of Reynoldsburg deems as acceptable and unacceptable use of its Email system. This policy outlines the minimum requirements for use of Email within the City of Reynoldsburg Network. Limited exceptions to the policy may occur. Any exception must be approved by management and these exceptions must be clearly documented.

This policy covers appropriate use of any Email sent from a City of Reynoldsburg Email address or a City of Reynoldsburg owned device and applies to all employees, vendors, and agents operating on behalf of the City of Reynoldsburg.

Acceptable Use

All use of Email must be consistent with the City of Reynoldsburg policies and procedures of ethical conduct, safety, compliance with applicable laws and proper business practices.

The City of Reynoldsburg Email account should be used primarily for City of Reynoldsburg business related purposes; personal communication is permitted on a limited basis, but non-City of Reynoldsburg related commercial use is prohibited.

Email should be retained only if it qualifies as a City of Reynoldsburg business record. Email is a City of Reynoldsburg business record if there exists a legitimate and ongoing business reason to preserve the information contained in the Email.

Email that is identified as a City of Reynoldsburg business record shall be retained according to City of Reynoldsburg Record Retention Schedule.

The City of Reynoldsburg Email system shall not to be used for the creation or distribution of any disruptive or offensive messages, including offensive comments about race, gender, hair color, disabilities, age, sexual orientation, pornography, religious beliefs and practice, political beliefs, or national origin. Employees who receive any Emails with this content from any City of Reynoldsburg employee should report the matter to their supervisor immediately.

Users are prohibited from automatically forwarding City of Reynoldsburg Email to a third-party Email system. Individual messages which are forwarded by the user must not contain City of Reynoldsburg confidential or above information.

Users are prohibited from using third-party Email systems and storage servers such as Google, Yahoo, MSN Hotmail, etc. to conduct City of Reynoldsburg business, to create or memorialize any binding transactions, or to store or retain Email on behalf of City of Reynoldsburg. Such communications and transactions should be conducted through proper channels using the City of Reynoldsburg-approved documentation.

Expectation of Privacy
City of Reynoldsburg employees shall have no expectation of privacy in anything they store, send or receive on the Email system.

The City of Reynoldsburg may monitor messages without prior notice. The City of Reynoldsburg is not obliged to monitor Email messages.

Compliance
The Information Technology team will verify compliance to this policy through various methods, including but not limited to, periodic walk-thru, video monitoring, business tool reports, internal and external audits, and feedback to the policy owner.

Any exception to the policy must be approved by the Information Technology team in advance.

An employee found to have violated this policy may be subject to disciplinary action, up to and including termination of employment.

MOBILE DEVICE

Policy Overview
The City of Reynoldsburg grants its employees the privilege of using personal smartphones or tablets of their choosing at to connect to their corporate Email. The City of Reynoldsburg reserves the right to revoke this privilege if users do not abide by the policies and procedures outlined below.

This policy is intended to protect the security and integrity of the City of Reynoldsburg's data and technology infrastructure. Limited exceptions to the policy may occur. Any exception must be approved by management and these exceptions must be clearly documented.

City of Reynoldsburg employees must agree to the terms and conditions set forth in this policy in order to be able to connect their devices to the company network. The City of Reynoldsburg Information Technology team reserves the right to make changes to this policy at any time.

Acceptable Use
The company defines acceptable business use as activities that directly or indirectly support the business of the City of Reynoldsburg.

Employees may use their mobile device to access the following company-owned resources: corporate email, calendar, and contacts.

The City of Reynoldsburg has a zero-tolerance policy for texting or Emailing while driving and only hands-free talking while driving is permitted.

Devices and Support
Smartphones including iPhone (iOS), Android, Blackberry, and Windows phones running the latest operating system version are allowed.

Tablet devices such as iPads, Chrome Books, and Nooks running the latest operating system version are allowed.

Although some connectivity issues are supported by IT; employees should contact the device manufacturer or their carrier for operating system or hardware-related issues.

Devices must be presented to IT for proper job provisioning and configuration.

Prior to trading in, upgrading or selling their mobile device the employee must provide the IT department with the device to properly remove corporate connected resources.

Prior to an employee's departure, the employee must provide their mobile device to the IT department to properly remove corporate connected resources.

Reimbursement
The company will not reimburse the employee for a percentage of the cost of the device.

The company will not reimburse the employee for the following charges: roaming, plan overages, etc.

The employee will not be compensated should they choose to access corporate resources during non-work hours.

Network Devices

The unplanned addition of new network enabled devices can cause significant network disruptions. As such, the City prohibits the installation of any network capable device(s) to the wired network without the prior approval of IT staff. This includes, but not limited to, non-City laptops and PCs, printers, security or life safety monitoring

devices (IP cameras, door contacts, key card readers, motion detectors, smoke alarms, flow alarms, etc.) and HVAC devices (system controllers, temperature sensors, thermostats, etc.)

All projects requiring the addition of network capable devices must be coordinated with IT staff. IT will evaluate the equipment to be added, and as needed, will develop an IP plan to handle the new equipment. IT must be on site during the implementation phase of any project involving new network devices.

Security

In order to prevent unauthorized access, devices must be password protected using the features of the device. The password must be a minimum of six characters. Four-digit passwords are not acceptable. Other biometric features (such as facial recognition and fingerprint) are acceptable means to secure your device, but only if approved by IT.

The device must lock itself with a password if it is idle for five minutes. Setting the lock time to less than five minutes is also acceptable.

After 10 failed login attempts, the device must be configured to lock. Setting the attempts to less than 10 is also acceptable.

Rooted (Android) or jailbroken (iOS) devices are strictly forbidden from accessing the network or any City of Reynoldsburg related equipment. This includes use of the Employee Wi-Fi network.

Smartphones and tablets that are not on the company's list of supported devices are not allowed to connect to the network.

Employees' access to company data is limited based on user profiles defined by IT and are automatically enforced.

The employee's device will be remotely wiped if 1) the device is lost, 2) the employee terminates his or her employment, 3) IT detects a data or policy breach, a virus or similar threat to the security of the company's data and technology infrastructure.

Risks/Liabilities/Disclaimers

While IT will take every precaution to prevent the employee's personal data from being lost in the event it must remotely wipe a device, it is the employee's responsibility to take additional precautions, such as backing up Email, contacts, etc.

The company reserves the right to disconnect devices or disable services without notification.

The employee will not transfer, store or retain corporate data outside of the approved applications.

Lost or stolen devices must be reported to the company immediately. Employees are responsible for notifying their mobile carrier immediately upon loss of a device.

The employee is expected to use his or her devices in an ethical manner at all times and adhere to the company's acceptable use policy as outlined above.

The employee is personally liable for all costs associated with his or her device.

The employee assumes full liability for risks including, but not limited to, the partial or complete personal data due to an operating system crash, errors, bugs, viruses, malware, and/or other software or hardware failures, or programming errors that render the device unusable.

The City of Reynoldsburg reserves the right to take appropriate disciplinary action up to and including termination for noncompliance with this policy.

COMPUTER, INTERNET, AND NETWORK

Policy Overview

The City of Reynoldsburg strives to protect all data stored on any computer. By using a computer owned by The City of Reynoldsburg, or accessing the Internet on any device, or connecting to The City of Reynoldsburg Network, employees must understand the means by which these items can be used.

Acceptable Use and Right to Search

City computers and information systems are property of the City of Reynoldsburg. They may be used only for explicitly authorized purposes. The City reserves the right to examine all data stored in or transmitted by their computers and systems. Without notice, the City and authorized City supervisors may enter, search, monitor, track, copy, and retrieve any type of electronic file of any employee or contractor. These actions may be taken for business-purpose inquiries including but not limited to theft investigation, unauthorized disclosure of confidential business or proprietary information, excessive personal use of the system, or monitoring work flow and employee productivity.

Employees have no right to privacy with regard to the Internet and email on City systems. Authorized designees (as referenced above) may access any files stored on, accessed via, or deleted from computers and information systems. When necessary, Internet, Email, and any other electronic messaging usage patterns may be examined for work-related

purposes, including situations where there is a need to investigate possible misconduct and to assure that these resources are devoted to maintaining the highest levels of productivity. All software installed on any City computer must be licensed to the City. No City employee may install, uninstall, or reconfigure any software or hardware owned by the city without prior authorization from their Supervisor. The use of privately owned or contractor-owned devices (i.e., PDAs, smart phones, and laptops) for official city business must be authorized in advance by the City.

Prohibited Use

The list below describes Prohibited Uses of Computers and Information Systems, including but not limited to Email and the Internet.

1. Violating local, state, and/or federal law.
2. Harassing or disparaging others based on age, race, color, national origin, sex, sexual orientation, disability, religion, military status or political beliefs. Harassment and disparagement include but are not limited to slurs, obscene messages, or sexually explicit images, cartoons, or messages.
3. Threatening others.
4. Soliciting or recruiting others for commercial ventures, religious or political causes, outside organizations, or other matters that are not job related.
5. Using computers or information systems in association with the operation of any for-profit business activities or for personal gain.
6. Sabotage, e.g. intentionally disrupting network traffic or crashing the network and connecting systems or intentionally introducing a computer virus.
7. Vandalizing the data of another user.
8. Forging electronic mail and instant messenger messages.
9. Sending chain letters.
10. Sending rude or obscene messages (anything that would embarrass or discredit the City).
11. Disseminating unauthorized confidential or proprietary City documents, information, or data restricted by government laws or regulations.
12. Browsing or inquiring upon confidential records maintained by the City without substantial business purpose.
13. Disseminating (including printing) copyrighted materials, articles, or software in violation of copyright laws.
14. Accessing the Internet in any manner that may be disruptive, offensive to others, or harmful to morale.
15. Transmitting materials (visual, textual, or auditory) containing ethnic slurs, racial epithets, or anything that may be construed as harassment or disparagement of others based on age, race, color, national origin, gender, sexual orientation, disability, religious or political beliefs.
16. Sending or soliciting sexually oriented messages or images.
17. Using the Internet or instant messenger for political activity.

18. Using the Internet to sell goods or services not job-related or specifically authorized in writing by an approving authority.
19. Downloading and viewing non-work-related streaming audio or video (i.e. listening to radio stations, etc.) due to the limited bandwidth of the system.
20. Intentionally using Internet facilities to disable impair, or overload performance of any computer system or network or to circumvent any system intended to protect the privacy or security of another user.
21. Speaking to the media or to the public within any news group or chat room on behalf of the City if not expressly authorized to represent the City.
22. Uploading or downloading games, viruses, copyrighted material, inappropriate graphics or picture files, illegal software, and unauthorized access attempts into any system.

NOTE: Whether on working time or not, these prohibitions apply at all times to city-owned computers and information systems. Personnel cannot expect that the information they convey, create, file, or store in City computers and information systems will be confidential or private regardless of the employee's intent. Please remember that there is no expectation of privacy for anything sent by Email or other electronic communication means, and that others can view this information at any time.

Securing Equipment and Proper Disposal

City employees who are responsible for or are assigned portable computer equipment and electronic media (i.e., laptops, flash memory devices, external hard drives, DVDs, CDs, etc.) shall secure those items when not in the office as these items may contain confidential and/or HIPAA information, which could be compromised if lost or stolen. If an employee loses a piece of equipment or it is stolen, they are required to immediately notify their supervisor. Failure to properly secure portable computer equipment and electronic data is subject to disciplinary action.

Portable computer equipment must also be properly inventoried and tracked. Routine inventories of electronic equipment should be conducted on a regular basis to confirm it is still available and that the data is still accessible, should this apply.

Equipment that is at a higher risk for being lost or stolen should be reviewed by IT. In some cases, the equipment will need to be encrypted to add an additional layer of security to the contents. IT should be aware of all equipment and each employee is responsible to make sure IT has approved and protected the device in use.

Should equipment become old, outdated, or simply not be used anymore, it must be destroyed of properly. This equipment should be submitted to the IT department, documented as removed from use, and disposed of in accordance with the City of Reynoldsburg's policies for the removal or destruction of property.

SOCIAL MEDIA LIMITATIONS

The City supports the free exchange of information and camaraderie among employees on the internet. However, when internet blogging, chat room discussions, email, text messages or other forms of electronic communication extend to employees revealing confidential information about the City or its employees, or engaging in posting inappropriate material about the City or its employees, the employee who posts such information or assists in posting such material may be subject to disciplinary action.

Employees are reminded to be careful of the information they disclose on the internet, including social media sites. The following uses of social media are strictly prohibited, whether on or off duty:

1. Comments or displays about coworkers, supervisors or the City that are vulgar, obscene, threatening, intimidating, harassing, or a violation of the City's workplace policies against discrimination, harassment or hostility on account of age, race, religion, sex, ethnicity, nationality, disability, military status or other protected class, status, or characteristic.

2. Statements or uses of the City's logo which are slanderous or detrimental, including evidence of the misuse of the City's authority, information, insignia or equipment.

3. Unprofessional communication which, if left unaddressed, could potentially result in a civil or criminal cause of action against the City. Unprofessional communication also includes that which the City could demonstrate has a substantial risk of negatively affecting the City's reputation, mission or operations, such as slander, defamation or other legal cause of action.

4. Disclosure of confidential and/or proprietary information acquired in the course of employment. Confidential information includes not only information that would not be available pursuant to a public records request, but also includes any information which does not relate to an issue of public concern.

5. Comments or displays which impact employees' abilities to perform their job duties or the City's ability to maintain an efficient workplace.

Social media sites may be inspected by the City for cause to determine potential policy violations. If an employee believes that an online communication violates a City policy, the employee should immediately report the communication to a supervisor. The City may investigate the matter, determine whether such communication violates policy, and

take appropriate action. This policy does not apply to communications protected by the U.S. or Ohio Constitutions.

CITY PROPERTY

General

Employees are prohibited from using City materials, tools, facilities, equipment and labor for personal or private use regardless of whether the use is during working or non-working time. Employees may not perform private work for themselves, co-workers, friends or family members during working time or while using City materials, tools, facilities, or equipment. All City tools and equipment must be used and operated within the laws of the State of Ohio and/or rules and regulations of the City. Employees who separate from service with the City are responsible for return of reusable City property in her possession. Employees have no reasonable expectation of privacy in the use of City property and facilities. In order to safeguard employees and the workplace, and in order to maximize efficiency, safety and productivity, the City reserves the right, in its sole discretion and without notice to employees, to inspect, monitor or otherwise search City property and facilities or any other enclosed or open area within City property or facilities and to monitor or inspect any items found within such facilities. Employees are required to cooperate in any work place inspection. The City also reserves the right to inspect any packages, mail, parcels, handbags, briefcases, or any other possessions or articles carried to and from City facilities and job sites, where permitted by law.

Employees required to answer the telephone as part of their assigned duties shall do so in a polite and courteous manner. No employee shall use foul or abusive language over the telephone or in any dealings with the public. The City reserves the right to monitor any phone at any time. Personal phone calls must be kept to an "on emergency basis" only. Toll calls and/or long distance for personal reasons shall not be charged to the City.

The City may issue cellular phones to its employees. Cellular phones are not only capable of making and receiving phone calls, they may also be capable of email, text messaging, internet browsing, running third party applications, GPS, and entertainment. Regardless of the capability of a particular cellular phone, City-issued cellular phones are considered City property and are for business use only. Features other than phone use must not be used or activated without direct authorization from a supervisor. Use of City cellular phones while operating a motor vehicle (City-owned or personal) is prohibited.

Use of Space Heaters

Space heaters present a significant fire hazard when used improperly. The City does not prohibit their use, however, adherence to the following stipulations will be rigorously enforced. Failure to do so will result in the confiscation of the item by HR or Facilities staff. Multiple infractions could result in disciplinary action. Any questions regarding and acceptable unit should be directed to the Facilities staff.

- Unless prior approval has been granted from Facilities staff, units cannot exceed 1000 watts of power.
- Space heaters must be plugged directly into a wall outlet.
- Space heaters will **not** be plugged into UPS units, power strips or any type of multi plug splitter.
- All heaters must possess a "tip over" type safety switch.
- Safety devices, such as the tip over switch, must be in working order. Tampering with any safety mechanism on the unit is strictly prohibited.
- Heaters must be unplugged when left unattended. Do **not** leave a heater plugged in overnight.

FLEET SAFETY

1. Purpose

This is a written plan detailing the operation of City of Reynoldsburg (City) owned vehicles. The intent of this plan is to establish policies and procedures that ensure a safe work environment for employees, a positive public image, and protect against liability for vehicle use.

2. Use of City of Reynoldsburg Owned Vehicle

The use of City owned vehicles will be restricted to City employees at least eighteen (18) years of age, who retain a valid Ohio driver's license, and are engaged in the action of their official duties as an employee of the City. All operators shall observe the following:

a. All traffic laws are to be obeyed as outlined by the State of Ohio Bureau of Motor Vehicles or by General Statute;
b. Seat belts must be used anytime vehicle wheels are in motion. This applies to all city vehicles, any vehicle on city premises, and any vehicle used on city business. The driver is responsible for ensuring all passengers use seat belts;
c. Special endorsements or licenses required by the Ohio Department of Public Safety must be obtained and kept current by the employee;
d. The department head will assign and authorize the use of a City owned vehicles using this document as a guideline subject to approval of the Appointing Authority;

e. A copy of the employees' Motor Vehicle Report (MVR) shall be provided to Human Resources prior to permanent hiring of a new employee who will operate a City owned/leased vehicle-., A Motor Vehicle Report (MVR) will be ordered by the Human Resources Department periodically for all City employees operating City owned/leased vehicles. This document will become part of the employee's personnel file, and shall be maintained by the Human Resources Department;

f. The operator shall maintain all insurance and documents required by ~~the~~ the Ohio Department of Public Safety in the glove box of his/her assigned vehicle;

g. City owned vehicles and installed equipment shall be properly maintained;

h. The City of Reynoldsburg shall not be responsible for personal items that are lost or stolen while in City owned vehicles;

i. **NO USE OF ANY TOBACCO PRODUCTS** will be allowed in City owned vehicles (Violation of this shall be subject to disciplinary action as outlined in the City of Reynoldsburg Personnel Procedure Manual);

j. Alcoholic beverages or any illegal drugs are not permitted in City vehicles at any time (Law Enforcement personnel, or authorized Public safety personnel may transport alcoholic beverages or drugs that have been lawfully confiscated or scheduled for use during training exercises);

k. For the purpose of this policy, the daily commutes to and from the employee's work location and normal meal periods within on-duty hours are considered official use for employees who are using a City owned vehicle for commuting to and from work or during their lunch period;

l. City vehicles may not be used for personal errands.

m. Employees are not permitted to drive City vehicles outside City limits unless prior authorization has been granted by a supervisor or department head. Any travel beyond City boundaries must be approved in advance.

~~l.~~n. Passengers who are not City employees are not allowed to be transported in City vehicles except on official City business or if approved in writing by the employee's department head.

3. Minimum Defensive/Safe Driving Expectations

Use these safe driving practices at all times to help avoid crashes:

- Look ahead of your vehicle where you will be in the next 8-10 seconds, as far as possible on highways and two blocks ahead in city traffic.
- Keep eyes moving and scan for potential hazards -- shift eye attention every two seconds and don't focus on single objects or stare.
- Maintain safe following distance -- minimum of two seconds under good conditions and four seconds under poor weather/road conditions.
- Approach all intersections with caution and look Left-Right-Left before

proceeding.

- Use directional signals early when making turns, lane changes, and passing maneuvers.
- Adjust mirrors properly before each trip and check them every 5-10 seconds

while driving.
- Avoid backing whenever possible. If you must back, get out and check the area if vision behind the vehicle is restricted.
- Use headlights at all times for improved visibility.

4. Vehicle Assignment

Vehicle assignment shall be at the discretion of the individual department head. Vehicles assigned that are left at City facilities after hours shall be secured and stored in a protected location when available.

5. Accident Reporting

All motor vehicle accidents shall be reported immediately. In addition, the following is required for each accident:

a. Immediately notify the Police Department or the appropriate law enforcement agency to investigate all accidents involving City owned vehicles. For non-injury accidents, call the non-emergency number 614-866-6622 and identify yourself as a City employee driving a city owned vehicle. For injury accidents, call 911.

b. Notify the direct supervisor/director and/or Human Resources.

c. The Department Head or Supervisor will be responsible for obtaining repair estimates and forwarding this information to Risk Management (Human Resources).

d. The Risk Manager shall be responsible for notifying the appropriate insurance related carrier to report any claims activity.

6. Post-Accident Drug Test

a. An employee shall submit to a post-accident drug test if he/she is involved in a traffic accident or for a violation of any law while operating a City owned vehicle or a personal vehicle while performing his or her duties as a City employee.

b. Any employee shall submit to a post-accident drug test if he/she is involved in an on-the- job accident where:

   a. Death results;

b. Any person is injured and/or transported from the accident scene for medical attention;
c. Any of the vehicles must be towed from the scene; or
d. The employee is cited for a moving violation.

c. Any employee shall submit to a post-accident drug test if there is reasonable suspicion to believe that he or she is in violation of this policy by observed actions or physical evidence while performing his or her duties as a City employee.

7. Employee Accountability

All employees using City owned vehicles shall be accountable for their actions while operating City vehicles. The privilege to operate any City owned vehicle shall be suspended, restricted or revoked with cause by the Department Head or City Management. Accidents involving City owned vehicles or City of Reynoldsburg employees shall be investigated by the police department. Findings will be presented to the Department Head.

Driver Requirements:

a. Each driver of a City owned vehicle must have a valid Ohio drivers/operator's license. Should an employee who drives a City owned vehicle be involved in an incident, on or off the job, where his/her license is suspended or revoked, the employee is obligated to inform his/her immediate supervisor and the Human Resources Director within 24 hours of the incident. Failure to inform the City of a suspended or revoked license shall result in disciplinary action according to the PersonnelPolicy.

b. Driver Disqualifications:
   I. No valid driver's license
   II. Currently insured with an SR22
   III. OVI conviction w/in five years of application or pled to a lesser charge (e.g. reckless operation)
   IV. More than (1) OVI conviction as an adult
   V. More than (2) OVI convictions if one conviction was a juvenile
   VI. Hit and run crash conviction
   VII. Vehicular homicide or assault conviction
   VIII. More than two moving violations in the past three years (includes preventable or at- fault accidents).
   IX. One (1) revocation or suspension of a driver's license as an adult, in effect, due to point's violations or by the courts, in the last five years unless applicant can show that the suspension was the result of an error by the BMV, a random

selection or administrative overlap

Driving of Personal Vehicles for City Business
If job duties require use of a personal vehicle on company business, liability insurance with minimum limits of $100,000/$300,000 must be maintained.

Moving Violations
The employee operating the City owned vehicle shall be responsible for any fines or penalties as a result of a violation of the state of Ohio laws. Any violation, on or off duty, for speeding 10 mph or more over the speed limit, reckless driving, DWI, speeding in school zone, or other serious moving violation shall be reported to the Department Head within twenty-four (24) hours. Moving violations may be subject to disciplinary action. Drivers may be subject to random checks of their driving history. Failure to report a moving violation to your Department Head shall result in disciplinary action as outlined in the City of Reynoldsburg Personnel Policy.

Distracted Driving

Distracted driving is any activity that diverts attention from driving, including talking or texting on your phone, eating and drinking, talking to people in your vehicle, fiddling with the stereo, entertainment or navigation system — anything that takes your attention away from the task of safe driving.

You cannot drive safely unless the task of driving has your full attention. Any non-driving activity you engage in is a potential distraction and increases your risk of crashing. Employees are prohibited from using cellular telephones while operating a City owned or operated vehicle. If it is necessary for the employee to take a call, the employee shall pull off the road to a safe and nonhazardous location.

Emergency response or safety sensitive position employees are allowed to use cellular telephone devices. However, the use of the cellular phone shall be used with caution and constant observation of the road condition(s) or hazard(s) present at the time of driving.

The City prohibits any form of distracted driving which includes texting, emailing or reading emails while driving.

8. Vehicle Maintenance Procedures

All requested or required maintenance procedures should be routed through the

Fleet Maintenance Supervisor which will decide whether or not to initiate repairs in house or within outside contractor, based on description of procedure, timeline of repair, and current workload.

a. Cleaning of Vehicles
    I. Vehicles must be kept clean at all times. It is the assigned driver's obligation and responsibility to maintain the vehicle in clean condition.

b. Maintenance of Vehicles
    II. It is the responsibility of the assigned driver to report any maintenance or operational issues with a vehicle promptly.
    III. The City Fleet Maintenance division will do servicing of all vehicles, unless the work cannot be conducted in house.
    IV. Special equipment installed on the vehicle (fire extinguisher, flashlights, gas cards, first aid kits, etc.) must stay within that vehicle at all times. Note: Special equipment shall be used only for official City use.
    V. Fuel levels are to be checked and maintained daily.
    VI. The City Garage is not responsible for personal items that are lost or stolen while the vehicle is located at the City Garage or at an outside contracted facility.
    VII. No City employee is authorized to alter any equipment installed in a city vehicle or repair any city vehicle, with the exception of Fleet Maintenance equipment, which may be repaired by their respective personnel.

Equipment Citations
Employees who operate City vehicles shall assure that their assigned vehicle is roadworthy. Any vehicle deemed unsafe should be reported to the Department Head and the City Fleet Maintenance Supervisor immediately. The operator should use good judgement to assure compliance with weight and marking regulations that apply to the vehicle he/she is operating.

TOBACCO USE

In order to promote a healthy and comfortable work environment, City employees are prohibited from using tobacco while on City property, while performing duties related to City employment whether on or off site, while traveling for City business, and in any other circumstances or locations where an employee is representing the interests of the City, except as authorized by the Mayor. City property includes, but is not limited to: buildings, offices, restrooms, hallways, common work areas, parking lots, garages, City vehicles, conference rooms, sidewalks, green space, stairs, cafeterias/break rooms, and storage areas.

For the purpose of this policy, tobacco is defined as all tobacco, tobacco derived and/or substances mimicking tobacco containing products, including but not limited to: cigarettes, electronic cigarettes, vapor cigarettes, any artificial/faux cigarette, cigars, cigarillos, pipes, oral tobacco, or any other manner of using or consuming tobacco, tobacco derived substances and/or substances mimicking tobacco. The definition is intended to include all products that deliver nicotine for purposes other than cessation.

DRUG AND ALCOHOL USE

Drug-Free Workplace

Alcoholism and drug addiction are treatable diseases. Therefore, employees who believe that they may have an alcohol or drug addiction problem are encouraged to seek professional treatment and assistance. No employee who seeks such treatment or assistance prior to detection will have his job security, promotional opportunities, or other job conditions jeopardized by a request for treatment. The individual's right to confidentiality and privacy will be recognized in such cases.

The City may take disciplinary action for any violations of work rules, regardless of the effect of alcohol or drug abuse. Nothing in this policy shall be construed to condone or exonerate employees from their misconduct or poor performance resulting from a drug or alcohol problem.

The City maintains a drug and alcohol free workplace. Employees are hereby notified that the manufacture, distribution, dispensing, possession, use or being under the influence of alcohol, drugs or other controlled substance is strictly prohibited during working hours at any location where employees are conducting City business. Also prohibited is the illegal use of legal substances.

In order to further the City's objective of maintaining a safe, healthful, and drug-free workplace, the City may require an employee to submit to a urine and/or blood test if there is reasonable suspicion to believe that an employee is under the influence of a controlled substance or alcohol. Refusal to submit to a drug or alcohol test and/or to release the results of the same shall be considered insubordination and will be construed as a positive test result.

Employees are put on notice that an employee who is under the influence of drugs or alcohol may forfeit their right to obtain workers compensation benefits. The law establishes a rebuttable presumption that if an injured worker tests positive for the use of drugs or alcohol, the worker will have to prove the use of drugs or alcohol did not cause the accident. A refusal to test for the use of drugs or alcohol will also establish the presumption. Employees who are involved with a workplace accident may be required to undergo drug and/or alcohol testing in accordance with this policy.

Drug Policy

Controlled Substance: Means any controlled substance contained in Schedules 1 through V of Section 202 of the Controlled Substance Act (21 U.S.C. § 812; or as defined in § 3719.01 O.R.C.).

Conviction: Means any finding of guilt, including a plea of *nolo contendere* (no contest) or the imposition of a sentence, or both, by any judicial body charged with the responsibility to determine violations of the federal or state criminal drug statutes.

Criminal Drug Statute: Means a criminal statute involving manufacture, distribution, dispensation, use, or possession of any controlled substance. For purposes of this policy all definitions will be consonant with O.R.C. § 3719.01 *et seq.*

The unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance by any employee which takes place in whole or in part in the employer's work place is strictly prohibited and will result in criminal prosecution and employee discipline

Any employee arrested or convicted of any Federal or State criminal drug statute must notify the employer of that fact immediately, but in no event longer than five (5) calendar days, of the arrest or conviction.

Any employee who reports for duty in an altered or impaired condition which is the result of the illegal use of controlled substances and/or alcohol will be subject to disciplinary action up to and including removal. Any decision to take disciplinary action may be held in abeyance pending the completion by the employee of a drug rehabilitation program.

Any employee arrested or convicted of a drug or alcohol offense, who fails to timely report the arrest or conviction, may be terminated from employment and/or held civilly liable for any damage caused, including a loss of state or federal funds, resulting from the misconduct.

The City has a zero tolerance policy for employees who are under the influence of drugs or alcohol while at work. Employees who are using medical marijuana as authorized by Ohio law are not exempt from this policy in any way. The use of marijuana in any form for any purpose, authorized for medicinal purposes or unauthorized, will be treated the same as the use of all other Schedule 1 controlled substances, illegal drugs, or the abuse of legal drugs. Employees using Schedule 1 controlled substances or illegal drugs,

including medical marijuana authorized by and in accordance with Ohio law, are still subject to all provisions of this policy and may be subject to discipline including termination for such use.

Medical Marijuana

Medical Marijuana was legalized by the State of Ohio under House Bill 523 in 2016. However, medicinal use of marijuana has not be approved by the U.S. Food and Drug Administration (FDA). As such, the use of marijuana in any form for any purpose, authorized for medicinal purposes or unauthorized, is prohibited under the City's Drug Free Workplace Policy. Employees using Schedule 1 controlled substances or illegal drugs, including medical marijuana authorized by and in accordance with Ohio law, are still subject to all provisions of this policy and may be subject to discipline including termination for such use.

There is nothing within in House Bill 523 that requires the City of Reynoldsburg as an employer to permit or accommodate an employees' use, possession, or distribution of medical marijuana. The use of medical marijuana will not be considered a reasonable accommodation for an alleged disability. In addition, the law does not prohibit an employer from taking any adverse employment action because of an employee's or prospective employee's use, possession or distribution of medical marijuana.

The City reserves the right to test any employee for reasonable suspicion and post-accident. Employees that have a Commercial Driver's License are subject to random drug testing.

While CBD oils and supplements are not unlawful under Ohio law, employees must recognize some use of CBD products can result in a positive drug test for marijuana depending on the THC content. An employee who tests positive as a result of using CBD products is still subject to the City's drug free workplace policy.

Drug and Alcohol Testing

In order to maintain a safe and healthful work environment, the City reserves the right to set standards for employment and to require employees to submit to physical examinations including blood or urine tests for alcohol, illegal drugs, or the misuse of legal drugs where there is reasonable suspicion that an employee's work performance is, or could be, affected by the condition.

Where the City has a reasonable suspicion to believe that the employee is in violation of this policy, it may require the employee to go to a medical clinic, at the City's expense, to provide blood and/or urine specimens. Reasonable suspicion shall generally mean suspicion based on personal observation by a City representative, including descriptions of appearance, behavior, speech, breath, or inexplicable behavior.

If requested, the employee shall sign a consent form authorizing the clinic to withdraw a specimen of blood or urine and release the test results to the City. Refusal to sign a consent form or to provide a specimen will constitute insubordination and a presumption of impairment and may result in discharge.

Any employee who tests positive may request retesting of the original specimen at their own expense.

Employees who return to work after the successful rehabilitation will be subject to random drug tests for a period of two years from the date of their return.

Employees subject to random drug tests who refuse to participate in the drug/alcohol testing and/or rehabilitation program or who continue to test positive for substance abuse will face additional disciplinary actions, up to and including removal.

Any employee involved in an accident may be subject to post accident alcohol and drug/alcohol testing.

Employees who are required to hold a commercial driver's license (CDL) will be required to participate in the City's drug and alcohol testing program as required by federal law which includes pre-employment testing, post-accident testing, random testing, reasonable suspicion testing, and return-to-work testing. Policies and procedures for these programs will be consistent with federal law and will be made available to employees required to hold CDL's and their supervisors.

Employees that hold a Commercial Driver's License (CDL) or Commercial Learner's permit (CLP) will be required to register with the Federal Motor Carriers S – A (FMCSA) Clearinghouse and enter their personal information and the City of Reynoldsburg or their designee will have the requirement that the following personal information collected and maintained under this part shall be reported to the Clearing House

- A verified positive, adulterated, or substituted drug test result;
- An alcohol confirmation test with a concentration of 0.04 or higher;
- A refusal to submit to any test required by subpart C of this part;
- An employer's report of actual knowledge, as defined at § 382.107:
    - On duty alcohol use pursuant to § 382.205;
    - Pre-duty alcohol use pursuant to § 382.207;
    - Alcohol use following an accident pursuant to § 382.209; and

    - Controlled substance use pursuant to § 382.213;
- A substance abuse professional (SAP as defined in § 40.3 of this title) report of the successful completion of the return-to-duty process;
    - A negative return-to-duty test; and
    - An employer's report of completion of follow-up testing.

Discipline

The City may discipline an employee, for any violation of this policy. Nothing herein shall be construed as a guarantee that the City will offer an opportunity for rehabilitation. Failure to successfully complete or participate in a prescribed rehabilitation program, if offered, shall result in the employee's discharge [including a refusal to test or a positive test result on a return to duty or follow-up test].

Refusal to Test

Employees who refuse to submit to the required testing shall be subject to disciplinary action up to and including discharge. A refusal to test for purposes of this policy shall include:

- Failure to provide a sufficient sample provided there does not exist a valid medical explanation as to why the employee was unable to do so;

- Any conduct that attempts to obstruct the testing process such as unavailability, leaving the scene of an accident without proper authorization, delay in providing a sample, adulterating, substituting or attempting to adulterate or substitute a specimen during the testing process, regardless of whether such attempt results in a negative or positive diluted sample;

- Failure to execute or release forms required as part of the testing process.

Prescriptions/OTC Medications

Employees must inform the City if they are taking any medication that may impair their ability to perform their job. Employees on such medications must provide a written release from their treating licensed medical practitioner indicating that they are capable of performing their essential job functions, with or without reasonable accommodation. Employees are prohibited from performing any City function or duty while taking legal drugs that adversely affect their ability to safely perform any such function or duty.

WORKPLACE VIOLENCE

Zero Tolerance

The City is committed to providing a work environment that is safe, secure and free of harassment, threats, intimidation and violence. In furtherance of this commitment, the City enforces a zero tolerance policy for workplace violence. Consistent with this policy, threats or acts of physical violence, including intimidation, harassment, and/or coercion which involve or affect employees, or which occur on City property or at a worksite, will not be tolerated. Employees who are found to have committed acts of workplace violence will receive discipline and possible criminal prosecution, depending on the nature of the offense.

Prohibited Acts of Violence

Prohibited acts of workplace violence include, but are not limited to, the following: (1) hitting or shoving; (2) threatening harm to an employee or his family, friends, associates, or property; (3) intentional destruction of property; (4) harassing or threatening telephone calls, letters or other forms of written or electronic communications, including email and website postings; (5) intimidating or attempting to coerce an employee to do wrongful acts, as defined by applicable law, administrative rule, policy, or work rule; (6) willful, malicious and repeated following of another person, also known as "stalking" and/or making threats with the intent to place another person in reasonable fear for his safety (7) suggesting or otherwise intimating that an act to injure persons or property is "appropriate", without regard to the location where the suggestion or intimation occurs; and (8) unauthorized possession or inappropriate use of firearms, weapons, or any other dangerous devices on City property.

Warning Signs and Risk Factors

The following are examples of warning signs, symptoms and risk factors that may indicate an employee's potential for violence. In all situations, if violence appears imminent, employees should take the precautions necessary to assure their own safety and the safety of others. An employee should immediately notify management if they witness any violent behavior, including, but not limited to, the following: (1) hinting or bragging about a knowledge of firearms; (2) making intimidating statements such as: "You know what happened in Oklahoma City," "I'll get even," or "You haven't heard the last from me."; (3) keeping records of other employees the individual believes to have violated departmental policy; (4) physical signs of anger, such as hard breathing, reddening of complexion, menacing stares, loudness, and profane speech; (5) acting out violently either verbally or physically; (6) excessive bitterness by a disgruntled employee or an ex-

employee; (7) being a "loner," avoiding all social contact with co-workers; (8) having a romantic obsession with a co-worker who does not share that interest; (9) history of interpersonal conflict; (10) domestic problems, unstable/dysfunctional family; and (11) brooding, depressed, strange behavior.

PERSONAL APPEARANCE/CITY CLOTHING

The Appointing Authority reserves the right to prescribe appropriate attire and grooming and to set standards which are deemed to be in the best interest of the City and ensure an appropriate image for the City.
The Appointing Authority requires that an employee's clothing, grooming, and overall appearance be appropriate, in good taste, present a favorable public image, and be in conformity with regulations established by the City due to the specialized nature of service provided or the employment position maintained.

Clothing shall be conducive to the safe and effective performance of required job duties.

Certain employees may be required to wear regulation uniforms while on duty. The applicable departments may establish policies and procedures governing uniforms. When employees are required to wear a regulation uniform, the City shall provide the uniforms and/or provide a uniform allowance as prescribed by the City ordinance or applicable collective bargaining agreement.

Employees are required to keep uniforms neat, clean, and in good repair. City-issued uniforms may only be worn by employees while conducting official City business.

The City shall provide standard work clothing and safety equipment for all maintenance employees of the Parks and Recreation, Service, Street, Vehicle Maintenance, Water/Waste Water, Storm Water Utility and the Building Department employees**.** Each item of work clothing shall be suitably and permanently identified as belonging to the City. Any item unaccounted for shall be charged to the employee. Employees that are provided work wear will be required to wear it.

Non-Uniform Clothing

Employees not required to wear uniforms daily, may be provided shirts, sweaters, and jackets with the City of Reynoldsburg logo. The clothing may be worn for work at any time but are primarily to be worn for special events where it is desired the City of Reynoldsburg employees can be identified.

All clothing purchased must be approved colors and be branded with City of Reynoldsburg logo/name. Department directors are responsible approving clothing options with the City of Reynoldsburg logo.

While wearing city branded clothing, employees are to conduct themselves in a professional manner. This portion of the policy does negate the ability of the City of Reynoldsburg from providing protective clothing, boots, vests, gloves, aprons or other items deemed protective in nature and intended for specific purposes.

Uniforms or clothing purchased by the city and distributed to employees will be treated as a fringe benefit, included as wages to the employee and subject to withholding tax purposes unless not permitted by law.

City Clothing Provided (Senior Police Management)

In addition to non-conflicting provisions in Section 7.07, the following shall apply to Senior Police Management.

The City shall furnish the basic uniforms and new equipment for all sworn officers. Uniform parts and equipment shall be replaced by the City on an as-needed basis. All uniforms and equipment purchased by the City remain the property of the City and must be returned when a member is separated from City service for any reason.

Uniform items not accounted for shall be replaced at the employee's expense. Failure to do so shall result in the value of the uniform items not accounted for being withheld from the employee's separation pay.

The City shall repair or replace all uniform items damaged or destroyed in the line of duty so long as the damage was not due to the employee's misconduct or negligence.

The City shall repair or replace eye glasses damaged or destroyed in the line of duty so long as the damage is not due to the employee's misconduct or negligence. This section shall provide coverage only for a like amount of the damaged eye glasses.

Employees assigned to plain clothes or administrative duty shall be permitted to purchase civilian clothing and components up to the reimbursable amount as agreed upon in the collective bargaining agreement.

If not caused by negligence or misconduct of the employee, civilian clothing and/or components damaged to the point of unserviceability, in the line of duty, shall be replaced by the City as soon as possible at no charge to the current or subsequent allowance. Replacement does not include normal wear and tear.

Employees shall be reimbursed for necessary dry cleaning of uniforms or plain cloths items. Dry cleaning will be provided to staff who serve as Court Liaisons. Employees shall utilize the dry cleaning facility or facilities designated by the City.

The City will provide clothing/equipment per the collective bargaining agreements.

INVESTIGATIONS AND DISCIPLINE

The City has the right to investigate all alleged disciplinary violations. Employees are required to cooperate fully during investigations. Employees who are the subject of a formal investigation have the right to be accompanied, represented, and advised by an attorney. For all employees, the failure to respond, to respond truthfully, or to otherwise cooperate in an investigation, shall be considered insubordination and may result in termination. Employees involved in an investigation shall not discuss the facts of the investigation during the pendency of the investigation.

Classified employees may be placed on a paid "administrative" leave of absence with pay pending an investigation. A classified employee who has been charged with a violation of law that is punishable as a felony may be placed on unpaid "administrative" leave, for a period not to exceed two months, pending an investigation. However, a classified employee who is placed on unpaid leave and is later exonerated of a felony must be reimbursed for lost pay, plus interest, and lost benefits. Unclassified employees may be placed on paid or unpaid leave pending an investigation.

Employees who have completed their probationary period and who are in the classified civil services may only be disciplined for just cause. Disciplinary action will be commensurate with the offense. Discipline for minor infractions will normally be imposed in a progressive manner with consideration given to the nature of the offense, prior disciplinary action, length of service, the employee's position, the employee's record of performance and conduct along with all other relevant considerations. Nothing in the policy shall be construed to limit the City's discretion to impose a higher level of discipline under appropriate circumstances.

The following forms of misconduct constitute grounds for disciplinary action: incompetency, inefficiency, dishonesty, drunkenness, immoral conduct, insubordination, discourteous treatment of the public, neglect of duty, policy or work rule violations, conviction of a crime, failure of good behavior including a violation of ethics of public employment, failure to maintain licensing requirements, and any other acts of misfeasance, malfeasance, nonfeasance or any other reason set forth in O.R.C. § 124.34.

The property and image of the City is to be respected at all times; as such, an employee's off duty conduct that could reasonably negatively impact the City may form the basis

for discipline. Any comments or questions concerning the standard of conduct expected should be directed toward the employee's immediate supervisor.

Employees have an obligation to immediately inform the City of any on-duty or off-duty arrests or convictions. An arrest or conviction may, or may not, result in discipline depending on the nature of the incident, the job performed, and other relevant considerations. Employees will not be granted vacation leave in order to serve jail time.

The filing or prosecution of criminal charges or other civil administrative investigations against an employee for alleged misconduct or criminal activity shall not be determinative as to appropriate disciplinary action, if any, under this policy. The City may investigate the employee's alleged misconduct or activities and determine the appropriate discipline, if any, without regard to pending administrative or criminal charges. The disposition of such administrative or charge is independent of a disciplinary investigation. Although the City may utilize information obtained during other investigations, the City's decision to take appropriate disciplinary action may or may not correspond with the filing, or non-filing, of criminal charges or civil actions. A felony conviction while employed with the City is just cause for termination.

Staff is responsible for reporting any incident or conduct they believe is inappropriate and/or in violation of City Policies and Procedures to their Supervisor, Manager, or appropriate authority using the established chain of command. This duty includes incidents actually observed, reported by residents, reported by staff, or suspected due to other facts.

When the City believes that discipline of a classified employee in the form of a paid or unpaid suspension, reduction or elimination of longevity pay, demotion or termination is possible, a pre-disciplinary conference shall be scheduled. Prior to the pre-disciplinary meeting, the employee will be provided with written notice of the charges against him. At the pre-disciplinary conference, the employee may respond to the charges or have his chosen representative respond. Failure to attend the pre-disciplinary conference shall be deemed a waiver of the conference.

Unclassified employees are not entitled to a pre-disciplinary conference.

Classified employees may appeal suspensions of more than three (3) days, reductions in pay or position, or removals to the Civil Service Commission consistent with the City's civil service rules.

COMPLIANT PROCEDURE (Unless covered under the collective bargaining agreement – See Contract)

Employees may have questions or concerns caused by misunderstandings in the application of policies, procedures and work rules. The City believes these questions and concerns should be heard promptly, and action taken to resolve or clarify a particular situation. Complaints regarding unlawful discrimination or harassment should be brought according to the unlawful discrimination and harassment policy contained in this manual.

All employees shall have the right to file a complaint without fear of retaliation. No employee shall be disciplined, harassed or treated unfairly in any manner as a result of filing a complaint. A complaint is defined as a disagreement between an employee and City as to the interpretation or application of official policies, departmental rules and regulations, or other disagreements perceived to be unfair or inequitable relating to treatment or other conditions of employment. The following is the procedure to be followed when an employee has a complaint as defined above:

Step 1: Immediate Supervisor

An employee having a complaint shall file it in writing with his Immediate Supervisor, as outlined in the procedure for his work unit. The employee's Immediate Supervisor will review the complaint and attempt to resolve the complaint within a reasonable time and will provide the employee with a written response. Step 1 may be bypassed by either the employee or Immediate Supervisor if the Immediate Supervisor lacks the authority to make a change and/or the Immediate Supervisor is the subject of the complaint.

Step 2: Department Head

Where the employee is not satisfied with Step 1 response of the Immediate Supervisor, the employee may submit the original complaint to the Department Head within seven (7) calendar days of the supervisor's written response. The Department Head will review all material provided and provide the employee with a written response in a timely manner.

Step 3: Mayor (or Designee)

Where the employee is not satisfied with the Step 2 response, the employee may submit the original complaint to the Mayor, or Designee, within seven (7) calendar days. The Mayor, or Designee, will review all material provided and will provide the employee with a written response in a timely manner.

Step 4: Civil Service Commission

1. If the complaint is not resolved, the aggrieved may file an appeal with the Appointing Authority within five (5) working days after receiving a reply from the Director as noted in Step 3. All decisions of the Appointing Authority are final, except those under the jurisdiction of the Reynoldsburg Civil Service Commission.
2. This grievance procedure will not apply to matters of reduction in pay, involuntary discharge, demotion, or suspension. There is a separate appeal process for classified employees under the Civil Service Commission to handle these problems.

Time limits as set forth in the procedure may be extended by mutual agreement of the parties in writing.

DURATION OF RECORDS

All actions of record will be maintained in each employee's personnel file throughout his period of employment, with the exception that any records of documented warnings will be removed from the file, upon the written request of the employee, one (1) year after such action was taken, provided no further corrective action of the same or similar nature has occurred. Written reprimands will be removed from the file upon the request of the employee, two (2) years after such action was taken, provided no further corrective action of the same or similar nature has occurred. Suspensions shall be removed from the file, upon the employee's request, four (4) years after such action was taken, provided that no further corrective action of the same or similar nature has occurred and further provided that the City can show no compelling need to retain such records beyond this time limit. All actions of record including warnings, written reprimands, and suspensions removed from an employee's personnel file shall be maintained in a separate sealed file. Reductions in pay or position shall be removed from a personnel file and shall be maintained in a sealed file upon the employee's request, four (4) years after such action was taken provided that the City can show no compelling need to retain such records beyond this time limit. Removed records, maintained in a sealed file, may only be accessed by the City in response to defense of allegations filed against the City or its officials by the employee or by a third party, but shall not be utilized for any other purpose including discipline, promotions, or assignments, or pursuant to applicable law.

Removed records shall be destroyed in accordance with the City Records Commission.

LACTATION BREAKS

Employees who have recently given birth will be allowed a reasonable break time in order to nurse or express breast milk, for up to one year after the child's birth. The employee will be provided appropriate space, other than a bathroom, that is shielded from view and free from intrusion from workers and members of the public. The Fair Labor

Standards Act (FLSA) requires employers to provide reasonable break time for an employee to express breast milk for their nursing child for one year after the child's birth each time such employee has need to express the milk. Nursing mothers will be provided a reasonable amount of break time and a space to express milk as frequently as needed by the nursing employee, for up to one year following the birth of the employee's child. The frequency of breaks needed to express breast milk as well as the duration of each break will likely vary. Please contact Human Resources directly if there are concerns with this policy.

CONCEALED CARRY

Consistent with the Ohio Revised Code, no employee, contractor, client or other individual may carry, possess, convey or attempt to convey a deadly weapon or ordnance onto the property of the City. A valid concealed carry license does not authorize an individual to carry such a weapon onto these premises. Law enforcement officers specifically authorized to carry a firearm are exempted from this provision and may be permitted to carry a concealed weapon.

City employees are prohibited from carrying firearms any time they are working for the City or acting within the course and scope of employment. These situations include, but are not limited to attending training sessions or seminars, wearing a City identification badge, uniform, or other City issued paraphernalia that an employee is required to wear relative to their employment and working in resident's homes or other sites off City premises. Except for law enforcement officers, no employee or member of the public may carry, transport, or store a concealed weapon, firearm, or ammunition in a City owned vehicle.

This policy does not prohibit employees, possessing a valid license to carry a concealed handgun, from transporting and/or storing a firearm or ammunition in their personal vehicle at work locations where their personal vehicle is otherwise permitted to be (e.g. City Parking Lot). However, the employee must leave the firearm and ammunition in their personal vehicle. Employees are neither permitted to remove their firearm or ammunition from their personal vehicles while at work locations nor are they permitted to bring a concealed firearm or ammunition into a City owned building. The employee's firearm and ammunition must be stored in their personal vehicle in accordance with the storage provisions of the Concealed Carry statute. The firearm and ammunition must be in a locked vehicle either in the glove compartment, a lock box or the trunk.

Employees shall immediately contact a supervisor if they suspect an employee or member of the public is carrying a concealed weapon, firearm, or ammunition on City premises. Employees are required to immediately contact a supervisor if they suspect an employee to be carrying a concealed weapon or firearm in violation of this policy at any

time while they are working for the City, acting within the course and scope of employment, or acting as a representative of the City.

AUDITOR OF STATE FRAUD REPORTING SYSTEM

The Ohio Auditor of State's Office maintains a system for reporting fraud, including the misuse of public money by any official or office. The system allows all Ohio citizens, including public employees, the opportunity to make anonymous complaints through a toll free number, the Auditor of State's website, or the United States mail. Contact information is as follows:

Telephone: 1-866-FRAUD OH (1-866-372-8364)
US Mail: Ohio Auditor of State's Office
Special Investigations Unit
88 East Broad Street
P.O. Box 1140
Columbus, OH 43215
Web: www.ohioauditor.gov

CONTACT WITH NEWS MEDIA/RESIDENTS

Any employee contacted by the news media or a citizen on a matter related to City operations should direct the caller to contact the Appointing Authority or designee. This policy is designed to avoid duplication, assure accuracy, and protect employees and the City from the dissemination of misstatements and misinformation.

This policy does not prohibit employees from making a public statement, in their off duty hours, on matters of public concern. However, this policy does prohibit employees from making unauthorized public statements during their working hours and from making public statements about matters of private concern that negatively impact the City.

EMPLOYEE INFORMATION AND RECORDS

Employee Information

The appropriate Appointing Authority shall establish and maintain a personnel file for each employee. The employee is responsible for providing the employer with the following information: the employee's legal name, address, telephone number, social security number, tax exemptions, affiliation with any branch of the armed services, the

name and phone number of a person to contact in case of an emergency, loss of licensure or insurability, if applicable, and, any other requested information. In addition to providing this information, the employee is also responsible for promptly reporting any change in the information.

In the event the employer must send correspondence or other documentation to an employee who is on leave, the employer will mail the document to the last known address listed in the employee's personnel file. An employee will be considered to have constructive notice of any correspondence or documentation mailed to his last known address.

Release of Records:

With the exception of certain law enforcement entities, the City, as well as, its employees is subject to the mandates of Chapter 1347 of the Ohio Revised Code regarding personal information systems. The City maintains records that are manually stored and records that are stored using electronic data processing equipment. Records maintained by the City include personal information (i.e. employee information required above).

The Human Resources Director is appointed to be directly responsible for the City's personal information systems. The City understands that it creates, receives, and maintains sensitive and private information, and will ensure that it collects, maintains, and uses only personal information that is necessary and relevant to the functions of the City. Personal information maintained by the City shall not be modified, destroyed, or disclosed without the approval of the Records Commission. The City will continually monitor the personal information system, and make necessary adjustments to ensure the system's accuracy. Employees will be trained on the use of personal information, including review of this policy. Employees who use personal information in an unauthorized manner shall be subject to the City's disciplinary policy.

Records maintained by the City that are not defined as "public records" in §149.43 of the Ohio Revised Code or other applicable provisions of law, shall not be released from an employee's personnel file unless specifically authorized by such employee in writing. Pursuant to applicable law, medical records are not public records and are maintained in a separate file. Records maintained by the City that are defined as public records shall be released in accordance with law. The City will attempt to give employees at least twenty-four hours notice before releasing their personal information in response to a public records request.

Review of File:

Each employee shall have the right, with reasonable notice, to examine his personnel file. Such examination shall be made on non-work time or at some other mutually

agreeable time. If an employee disputes the accuracy, timeliness, relevance, or completeness of documents in her file, he may submit a written request that the appointing authority investigate the current status of the information. The appointing authority will make a reasonable investigation to determine the accuracy, timeliness, relevance, and completeness of the file, and will notify the employee of the results of the investigation and any plans the appointing authority has to take action with respect to the disputed information.

Employees are not permitted to alter, add or remove documents or other information contained in their personnel files absent express authorization from the appropriate appointing authority. An employee who alters, adds or removes documents or information from his personnel file without prior approval may be subject to discipline. Employees may submit a statement to be attached to any disputed document.

PERSONNEL POLICY MANUAL ACKNOWLEDGEMENT

I acknowledge receipt of this manual and understand and agree that I am responsible for knowing its contents and for keeping updated. I also understand that this manual is City property that must be returned to the appointing authority when I separate from employment with the City.

I further acknowledge and understand that this manual **does not create a contract of employment with the City for any purpose**. I agree and understand that any and all provisions of this manual may be modified or eliminated, without advance notice to me, at any time.

Issued To: _____

Signed: _____

Date Received: _____